

**Willington Public Library
Board of Director
Regular Meeting
December 11, 2020**

1. Roll call:

In attendance: Elena Testa, Joy Wrona, KarenAnn Caldwell, Joan Taraskiewicz, Co-Interim Directors Hope Gove and Deb Linares. This meeting was held online via Zoom because of Covid-19 protocols.

2. Call to Order:

Elena made a motion to order at 6:07 PM.

3. Approval of Minutes:

Elena made a motion to accept the Friday, November 13, 2020 minutes. Joy seconded. Vote unanimous. Motion passed.

4. Chair Report:

Conference phone call with Attorney R. O'Donnell generated by Co-Interim Deb Linares, Hope Gove and present also was Chair-Elena Testa, discussion regarding invoices and charges for this year, were waived, totaling a savings of \$3700.00.

5. Communications:

Deb Linares was asked to send to Chair Elena Testa her interest in the Director position. Deb Linares forwarded an email, along with a resume for future reference. Elena presented this communication before the board.

6. New Business:

a.) Election of Officers - This item was tabled until our next meeting so remaining board members who were not able to be at this meeting, can take part.

b.) Regular meeting schedule for next year - Joy made a motion for the WPL Board of Directors regular meetings to now be held at 7:00 PM, on the second Monday of each month for the 2021 year. The regular meeting dates would be...

January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, (FYI, library board does not usually meet in the summer unless emergency situations like the hiring of a Director) September 13, **October 11 (library closed due to Columbus Day)**, November 8, December 13 and January 10, 2022. Elena 2nd. Vote unanimous. Motion passed.

c.) Budget meeting schedule - Joy made a motion for the WPL Board of Directors Budget meetings to be held at 7:00 PM on these specific dates:

Wednesday, January 6, Monday, January 18, Monday January 25 and Monday February 1, 2021. Elena 2nd. Vote unanimous. Motion passed.

d. Library budget is to be presented to the Board of Finance on Thursday, February 4 at 7:00 PM.

e.) Deb mentioned we have money from Mr. North's donation, that goes back to 2005-2006 for the purpose and use of Technology. Discussion was brought up because we will need additional money, beyond what the Everybody Learns Initiative Grant paid for, for the restructuring and updating of our present IT infrastructure. We are not sure what that amount looks like yet, but there is plenty of money available when that time comes. Right now, everything is being audited and assessed.

f.) IT specialist presentation - Mr. A. Lopez reviewed the current library's IT. This started with a simple question, Why are our computers so slow? Mr. Lopez is an Infrastructure Senior Engineer Specialist and is reviewing the library's data and voice environment, infrastructure, and routers and switches and realizes that everything is over 15 years old. Choosing to replace the library's workstations at this time would be like building the car before there is a road for the car to drive on. We need to upgrade the infrastructure in order to use any upgrades in new technology for the future. Security is the first priority and this is a layered feature. The next step would be to provide backup. He would also recommend applications and licensing but cannot give us any pricing until he completes his audit and discusses his findings with Deb and Hope and then figure out how to proceed. Mr. Lopez will continue and hopefully finish his audit next week by spending three days with the library staff.

7. Old Business:

Questions on hiring new Director - Discussion was made on where to place the advertisement for the new Director position. The Hiring committee made a suggestion to wait until the Spring to hire a new Director. It was also suggested to let the current Co-Interim Directors finish out the fiscal year as is.

8. Treasurer's report:

Treasurer had to leave the meeting early so this was tabled until the next meeting.

Director's report:

a.) Deb wanted to know if anyone had questions on the Form 990, which she provided to all board members via email.

Corrections: During the time period for Form 990, on pages 7 and 37, Joy Wrona should be listed as acting Secretary, not acting Vice-Chair; Deb Linares should be listed as acting Program Director, not acting Interim Director (but this needs to be determined as to whether or not Deb should even have been listed as such, as Deb was library staff). Jennifer Pallo's name is listed on the E-File Signature Authorization Form, as she was the acting Treasurer at that time. Our current Treasurer, KarenAnn Caldwell can now sign this in Jenn Pallo's place.

b.) The staff is not comfortable with opening the library any further especially since the cases of Covid are on the rise in Willington and we are currently still in the "red zone". So, the library will continue to operate as is and wait to see what the new year brings.

c.) Deb and Hope are working on completing the information needed for the grant to be finished and handed in to the State for next Thursday, December 18th.

d.) The library has acquired 2 air purifiers and 2 touch-less hand sanitizers that have been placed inside and outside the doors for patron use.

e.) Money saved and earned - the library would like to acquire a BJ's membership card to save money on purchasing everyday supplies. It would be a yearly cost of \$55.00 and the savings would be worth it as Deb and Hope have compared some of the prior savings they had earned with items that are frequently purchased.

f.) The library has also been paying 3 different companies for the library's domain name, as Mr. Lopez has discovered. One has been canceled and one will converge into the other upon expiration dates.

g.) The Town received Covid money from the State and gave \$7,232.09 back to the library. Deb recommended that the money be used to supplement the staff's income since they are short-staffed and have been working more than just their own positions. Discussion took place on this topic and it was decided that this item will be tabled until the next meeting on Monday, December 21st.

h.) Deb looked into and brought up again, available training for the board with the State and FOI. We just have to decide on dates and times of our availability. Mr. Hennick from the State's Freedom of Information will be more than happy to assist us with training. Deb will see if Monday, December 28th will work for him. The public is invited through our Zoom meeting format; this will be for staff training.

10. Present to speak: None

11. Board concerns: None

12. Adjournment:

Elena made a motion to adjourn the meeting. KarenAnn 2nd. Meeting was adjourned at 8:23 PM.

Respectfully submitted,

Joy Wrona

Secretary

TOWN OF WILLINGTON, CT
Received for record December 29, 2020
At 12:10pm BM: ATC