

Willington Public Library
Board of Directors
Regular Meeting
March 8, 2021

Roll call and establishment of quorum

Present: Elena Testa, Kathy Ryan-Gidman, KarnAnn Coldwell, Joan Taraskiewicz, Debbie Linares and Hope Grove (co-directors) a member of the public. Absent: Joy Wrona.

Call to order was made at 7:03pm. Quorum was established. This meeting was held online via Zoom per Covid-19 requirements.

Rebecca Cartabiano was introduced as a new member of the board. She later agreed to fill the vacant treasure's position on the board.

Karen made a motion that the order of business be rearranged so that Superior Energy representatives could speak first, before the other business. Elena seconded the motion and it was passed unanimously.

Adam Friedman and Steve Green, representing Superior Energy made a presentation to the entire board concerning our propane supplies. At this time propane is bought from the same company as the rest of the town resulting in lower prices. The supplier is given a one year contract which may not be renewed if a lower price can be obtained with another company. Mr. Friedman suggested that this is not the best method for us:

- a) Changing suppliers often creates a lack of continuity from year to year generally means that maintenance procedures may or may not be done on a regular basis.
- b) A company that is not confident that their contract may be renewed is going to hesitate about doing the extras such as inspecting and repairing the heating system. They offer a 25% discount for parts and labor to their customers under contract.
- c) They offer three different ways that the price for the propane can be calculated and they will lock in the price for one year, the same as other suppliers.

It was decided by the entire board that this warrants further discussion at a later date and it will be put on the agenda for the April meeting.

The minutes for the January 11, 2021 meeting were approved. They had been tabled for a month at the February 8 meeting. Elena made a "motion to approve the minutes of the Willington Public Library Board of Directors regular meeting from January 11, 2021." Joan seconded the motion and it passed unanimously.

Chairman's report:

KarenAnn reported that she has spent considerable time in the past month talking to "people in town about the idea that the library is to be self-sustaining as reported in the last meeting." The other concerns that the Chairman has are included in tonight's agenda.

Treasurer's report:

Total YTD expenditures:	\$105,654.60
Total YTD revenues	\$ 37,842.04
Difference:	\$ 67,812.56

There were refunds from bank fees and from Eversource this month. KarenAnn stated that we are keeping to our budget and are slightly under expected expenses. It appears that there have been very few books ordered but Hope corrected that and told the board that the directors have been very active in purchasing over 100 new books.

Director's report:

CPIA Compliance: We are still working to become CPIA (Child Internet Protection Act) compliant. This is important when it comes to securing better internet access and category 2 services. The permission slip for internet use was discussed. The library policy states that anyone under the age of 18 needs parental permission to use the internet at the library. CIPA has a policy of needing permission under the age of 17 although the state statutes describe a minor as a person under 18 years of age. Joan made a motion "that we change the age qualifications for using the computers to 17 instead of 18, following the federal guidelines". Elena seconded the motion. Passed unanimously.

Accountant: We have received another bill from the IRS with Interest. Our accountant informed us not to pay and instead to wait to hear from them.

Previous Director's Debt: Last payment received on November 25, 2020. He owed \$4,067.84 and he paid \$3205. Leaving a balance of \$862.84. The last contact from him was on February 5, 2021 where he stated that the balance would be paid in full by the end of the month. That payment has not been received.

Library hours: A flyer was sent to board members showing the new schedule starting Saturday, March 13, 2021. It would increase the number of hours to 27/week. Elena stated that the new schedule looks very confusing. She said that people may be discouraged from using the library because of the myriad of times and procedure. She wanted to make it simple. Debbie explained the directors' rationale for the new schedule. We need to continue the screening at the front door and appointments for computers. If we open up without appointments then we would not have enough personnel to cover the desk, etc.

Joan said that some of the problems could be solved without restricting patron use: donated books could be placed in a box outside so people would not have to come into the building. If we do not have enough personnel than we can either adjust the hours or hire new people. After much discussion it was decided to open the library as much as possible. Mondays will remain as senior days but the other days would be open for all ages. Occupancy limits will be set to regulate how many people are using the library at one time. Masks and distancing will be required. Registering for computer use will continue.

Purchasing books: the directors are in the process of purchasing new books and DVDs. They will be posted on the library web site.

Staff Meetings: will be held every Wednesday during the last week of the month. Board members are welcome to attend these meetings.

Unemployment: no library employees were receiving unemployment compensation in December.

Annual Reports: The Board of Finance has received 2018-2019 and 2019-2020 Annual reports.

Everybody Learns grant: the Plexiglass has been installed around the circulation desk. Swing arm gates will be installed soon. We have received our picnic table and the pavilion is on schedule for the spring. The Free Library will soon be installed in front of the library for patrons to take free books if they so like.

Godaddy: managing the email accounts. Two of the emails accounts expired as we took them off auto-renewal.

Two other email accounts cost us a total of \$191.88 and \$71.88 (263.76) per year.

Reminders: Thought needs to be given to the newly renewed 6-month CD that matures May 3, 2021.

Completing IRS 990 form still needs to be addressed

Vision and Philosophy statements need to be reviewed.

Self-sustaining: Research was done into the idea that the library should be self-sustaining. Susan Chapman claimed that the library was never supposed to be self-sustaining. Debbie Linares conferred with the state and established that Willington Public Library is a municipal library. Therefore we should be supported by the municipality according to the State of Connecticut. Otherwise this would be a private library. The directors are in the process of composing a letter to be sent to the Board of Finance to explain the status of the Library.

Policy Committee Report: Elena read the new mission statements to the Board members. Nobody had any questions. Elena: motion that we “ accept the mission statement for our library that sounds like this:

We welcome and support all people in their enjoyment of reading and lifelong learning . We are dedicated to enriching the community by providing access to a variety of resources, services, and programming.” Joan seconded the motion. No discussion. Passed unanimously.

Communications: KarenAnn sent a letter to the president of the Friends of the Willington Library asking them to consolidate their materials that are in the basement; things are getting quite crowded downstairs.

New Business: The propane presentation was given at the beginning of the meeting. Elena has joined the hiring committee.

KarenAnn asked Elena to coordinate a meeting of the hiring committee for discussing the future personnel structure of the library.

KarenAnn motion: “that we invite Mike Alimo from USA Financial and Holly Kresiak and Travis Lane from Berkshire Bank to our next meeting to meeting to discuss our investments and our options”. Elena seconded the motion.

Discussion: Elena thinks the session with the financial advisors should be open to the public and not in executive session. Debbie said that Mr Tom Hennick of FOI said that the financial discussion needs to be in executive session. The motion passed unanimously.

Old Business:

Designating Robert’s Rules: we tabled this discussion until next time pending further examination of our by-laws. We need to make sure there is no conflict.

We also tabled discussions of a code of ethics and a code of conduct .

The meeting was adjourned at 9:06 pm

Respectfully submitted:

JoAnne Taraskiewicz
Secretary

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