

**FINAL**  
Prosser Public Library  
Library Board of Directors Special Meeting  
April 11, 2017

**Attendance:** Roberta LaMonaca (*Library Director*), Shirley Thompson (*Chairperson*), Beverlee Merritt (*Secretary/Treasurer*), Joan Geetter, Paula Walek, Penny Pearson (*Friends of the Library Representative*)

**Absent:** Harvey Frydman, Martha Brackeen-Harris

Quorum present? Yes, 4 of 6

Shirley Thompson called the meeting to order at 5:03 p.m.

*Roll Call* – S. Thompson announced the roll call and noted that Harvey Frydman and Martha Brackeen-Harris were absent.

**Public Forum on Internet Filtering** – No members of the public attended the meeting. R. LaMonaca presented a PowerPoint presentation that highlighted the financial advantages of accepting E-Rate funds. The library would save \$10,700 over the course of the board's proposed two-year trial. The presentation also described aspects of the proposed *Computer Usage and Internet Safety Policy* that related to internet filtering. **MOTION to add vote to adopt *Computer Usage and Internet Safety Policy* to the agenda as item 11, and to move Adjournment to item 12;** seconded and passed.

*Report from the Friends of the Library*

**Wacky Winter Sale** – The Friends held a Wacky Winter clearance sale on March 13<sup>th</sup>, the day before a major snow storm. Attendance for the sale was low, but it was a good experiment.

**Spring Book Sale** – The spring book sale will be held during the last week of April. Thursday, April 13<sup>th</sup>, is the last day that donations will be accepted.

**Summer Reading** – The Friends voted to once again provide funding for summer reading for all age groups. \$5,800 has been allocated this year, the bulk of which will be used for performers and programs.

**School Bus Trips to Library** – The Friends, along with Bloomfield schools, funded recent bus trips to the library for 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders.

*Chairperson's Report*

**Friends' Spring Luncheon** – S. Thompson encouraged the other board members to purchase tickets for the Friends' spring luncheon, which will be held at Seabury on April 19<sup>th</sup>.

*Director's Report*

**Budget for FY 2017-18** – The town council approved the library budget as presented, including the \$15,000 reinstated from last year's cuts, and \$32,000 for new furnishings at Prosser.

**BorrowIt Reimbursement** – The library recently received a BorrowIt reimbursement check from the state for \$8,100. These funds, which compensate libraries for lending to patrons from other towns, may not be available next year due to state budget issues.

**Staff Retirements** – Two long-time staff members, Marilyn Johnston and Judy Proctor, will be retiring from the library in the next month. Marilyn’s part-time hours will be allocated to another part-time staff member, while the posting for Judy’s full-time position will begin in-house.

**Linda Gabianelli** – In response to questions of concern from S. Thompson, R. LaMonaca updated the board on Linda Gabianelli’s recent absence due to health issues. The board inquired about sending flowers to Linda when she returns home.

**Pop-Up Library Events** – R. LaMonaca showed the board the library’s new banner, which will be used to draw attention to the pop-up library events throughout town. The first pop-up library will be at the immigration forum hosted by the Democratic Town Committee. Pop-up events will provide information about the library along with some library services.

**Sunday Programs** – The Sunday program series has been very successful; 43 patrons attended the Celtic Chocolate and Tea program. The last program for the season, scheduled for April 23<sup>rd</sup>, is a Caribbean concert.

**Celebrate Bloomfield** – The library will once again host events as part of the annual Celebrate Bloomfield event. On that Saturday, a public knitting event will be held on Prosser’s front patio, and Bloomfield poets will read in the community room.

**Building Repairs** – Public works is doing extensive work on the masonry outside the front entrance to Prosser, in response to leaks that recently occurred in the ground floor storage area.

**PLA Webinar** – R. LaMonaca invited the board to attend a webinar – “Sustainable Thinking for the Future of Libraries” – at 2 PM on April 12th, in the Prosser community room. A few members of the Friends will be there.

#### *Old Business*

**Food Assistance** – P. Walek expressed support for the library’s decision to reach out to Sacred Heart Church for assistance with providing basic food items to hungry children and adults at the McMahon Wintonbury Library.

#### *New Business*

**Annual Volunteer Appreciation Event** – R. LaMonaca and the board discussed ideas for this year’s volunteer appreciation event, which will be held in the Prosser community room on Monday, May 15<sup>th</sup>, from 3:30-5:00 PM. The board proposed increasing the amount allocated for the party, to the level it had been in years past. **MOTION to allow the library to spend up to \$750 from Prosser Funds for this year’s volunteer appreciation event;** seconded and passed.

**Renewal of Certificate of Deposit** – Windsor Federal offered the library 1% for 12 months for the certificate of deposit that is coming up for renewal. The next CD expiration is in June. **MOTION to approve the renewal of the CD for 12 months at 1%;** seconded and passed.

**Library Director’s Evaluation** – R. LaMonaca handed out the town’s performance evaluation form, along with an overview of accomplishments from the past year. The forms will be mailed to absent board members.

**Riley Lumber Property** – The board discussed the town’s possible purchase of the Riley Lumber property, and the impact such an acquisition could have on the library.

**MOTION to accept the minutes of the February 14, 2017 meeting;** seconded and approved.

**MOTION to adopt the *Computer Usage and Internet Safety Policy*, which will replace the previously adopted *Computer Policy*; seconded and passed.**

**MOTION to adjourn meeting at 5:52 PM; seconded and approved.**

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator