

FINAL
Prosser Public Library
Library Board of Directors
October 10, 2017

Attendance: Roberta LaMonaca (*Library Director*), Shirley Thompson (*Chairperson*), Harvey Frydman (*Vice-Chairperson*), Beverlee Merritt (*Secretary/Treasurer*), Martha Brackeen-Harris, Joan Geetter, Penny Pearson (*Friends of the Library Representative*)

Absent: Paula Walek

Quorum present? Yes, 5 of 6

Shirley Thompson called the meeting to order at 5:00 p.m.

Roll Call – S. Thompson announced the roll call and noted that Paula Walek was absent.

Report from the Friends of the Library

New Membership Brochure – This year’s redesigned membership brochure, which features the Friends’ new logo, was mailed out in mid-September.

Fall Book Sale – P. Pearson handed out flyers for the Friends’ upcoming book sale and asked for the board’s help in promoting it.

Chairperson’s Report

Praise for Friends – Prior to P. Pearson’s report, S. Thompson described an encounter with a woman at Seabury who expressed high praise and support for the Friends of the Bloomfield Public Libraries.

Director’s Report

Staff Technology Training – The library has formalized a new staff technology training program, called KnowIT, which includes training sessions that are held before the library opens. Staff has responded positively to the program. More training sessions are forthcoming.

Town Budget – Despite the uncertainty unleashed by the state’s lack of a budget, the town’s 2018-19 budget process has begun.

deliverIT – The new deliverIT service standards – 3 bins picked up, 3 bins dropped off per day – are going well. The library installed a locked Rubbermaid storage bin near the front entrance to allow for early morning deliveries.

LCI Strategic Plan – R. LaMonaca is part of Library Connection’s strategic planning taskforce. After issuing an RFP for a consultant, the taskforce has conducted interviews and decided on an agency.

Little Free Libraries – In response to a patron request, library staff met with Dave Melesko (Leisure Services) about the possibility of placing “Little Free Libraries” in town parks. Details still need to be finalized, including finding people to build the structures.

Library Staffing – Two library pages – one for the children’s department, and one for McMahon Wintonbury – have been hired to replace the pages who left at the end of the summer. A part-time library assistant is also leaving. At the moment, her hours will be covered using existing library staff.

Online Museum Passes – Museum passes are now available online for Bloomfield patrons to reserve and print from home. A few passes are only available at the library. Non-residents can still checkout passes but must do so at the library.

Presentation for New Council Members – On November 8th at town hall, R. LaMonaca will give a short presentation about the library to new council members. Human Services and Planning and Zoning will also give presentations that evening. After the election, R. LaMonaca plans on inviting the town council to the library for a tour.

Books for Board Members – R. LaMonaca presented the books that the library purchased in honor of Shirley Thompson's and Paula Walek's tenures as board members.

CONN-OSHA Inspection – R. LaMonaca gave an update on the CONN-OSHA inspection. The library had a handful of minor violations, which have been remedied. The details on this issue are being handled by public works and human resources.

Prosser Funds – In addition to the accounts held at Windsor Federal and Farmington Bank, the Prosser Fund contains \$34,738 that is held by the town. The board will consider prudent ways to spend some of this money.

Old Business – There was no old business to discuss.

New Business

ACLB Conference – Four board members, along with R. LaMonaca, plan to attend this year's ACLB conference. **MOTION to approve the use of \$175.00 in Prosser Funds to allow five people to attend the ACLB conference at University of Hartford on November 3rd**; seconded and passed.

Public Comment – There were no public comments.

Additional Business

Building Discussion – B. Merritt described her visit to a recently renovated library in Eastham, MA. This led to a discussion about the town's current building projects, including the feasibility of moving forward, in the next few years, with a library renovation based on the most recent plans.

MOTION to accept the minutes of the September 12, 2017 meeting; seconded and approved.

MOTION to adjourn the meeting at 5:48 PM; seconded and approved.

Respectfully submitted,

Christopher Siloac,
Technology & Administrative Coordinator