

**FINAL**  
Prosser Public Library  
Library Board of Directors  
May 14, 2019

**Attendance:** Roberta LaMonaca (*Library Director*), Joan Geetter (*Chairperson*), Beverlee Merritt (*Vice-Chairperson*), Martha Brackeen-Harris (*Secretary-Treasurer*), Ava Biffer, Ann Leavitt

**Absent:** Harvey Frydman

Quorum present? Yes, 5 of 6

J. Geetter called the meeting to order at 5:03 p.m.

*Roll Call* – J. Geetter performed roll call and noted the absence H. Frydman and B. Merritt. B. Merritt arrived within a few minutes of roll call.

*Report from the Friends of the Library* – Presented by R. LaMonaca

**Spring Book Sale** – This year's spring book sale raised over \$3,700. The Friends thanked the library board for their donations.

**Bob Whelan's Retirement** – At the Friends' June 6<sup>th</sup> meeting, there will be a celebration for Bob Whelan, who is retiring from his position as treasurer. The board discussed the problem that the Friends are having with recruitment of officers.

*Chairperson's Report*

**Public Survey Webinar** – J. Geetter reviewed key points from the recent webinar she watched on constructing questionnaires and surveys. The webinar stressed the importance of clarifying objectives and limiting the scope and quantity of questions. Joan suggested that the webinar could be beneficial to the rest of the board, so R. LaMonaca will work on finding a date when the board and the marketing committee can view it at the library.

**Library Director Posting** – The posting for the director position appeared on ALA, CLA, and Indeed. It closes on Tuesday, May 28<sup>th</sup>.

*Director's Report*

**Library Director Rating Factors** – R. LaMonaca handed out a sheet with the four rating factors that will be used for the library director candidates. The board assigned percentages to the four factors.

**Library Director Interview Questions** – R. LaMonaca handed out four sets of sample interview questions, each obtained from a different source. Roberta and J. Geetter will develop questions for the oral interview panel, and then the library board will choose the questions for their interview of the finalists.

**New End Panels** – The new end panels on the adult shelves have been installed and are now being used to display books.

**Summer Intern Interviews** – R. LaMonaca and A. Wilkos will interview candidates for the summer intern position on Wednesday, 5/15. Interviews will be conducted all day, and will take place at the high school and the library.

**Town Manager Search** – With the town manager search continuing, Phil Schenck will once again hold project update meetings with Roberta and other department heads.

**United Way ALICE** – R. LaMonaca attended a United Way meeting of local groups (schools, Alliance for Bloomfield’s Children, Hunger Action Team) about meeting the needs of ALICE (Asset Limited, Income Constrained, Employed) families in Bloomfield. A town’s ALICE rating acts as a poverty measure. At the meeting, R. LaMonaca spoke about the library’s role in providing job assistance and technology education.

Roberta and Linda Gabianelli also took part in a phone meeting with the United Way facilitator. There is \$20,000 available for potential programs in Bloomfield, with a focus on strengthening early literacy, economic advancement, and food security.

**Summer Lunch/Snack at McMahan Wintonbury** – One example of the way the library assists ALICE families is by providing lunch and snacks at McMahan Wintonbury during the summer. The library will administer the USDA program for lunches again this year, but will partner with First Congregational Church for the snack, due to the strict time and recipient constraints on the federal program.

**Conversations on Race** – The final session of the “Conversations on Race” series will be held on Thursday evening, 5/16.

**Book Discussions with Martha Brackeen-Harris** – M. Brackeen-Harris’s recent book discussion of *The Hate You Give* was well received. Martha plans to lead discussions on one or two other books in the coming months, and intends to include action steps as part of each session.

**Archer Mayor Luncheon** – Sign-ups for the Archer Mayor luncheon are on the slow side, with 37 people signing up so far. R. LaMonaca asked the board to spread the word about the event.

**Library Connection Pricing Committee** – R. LaMonaca has taken part in Library Connection’s pricing committee, which has been tasked with crafting a new formula for the annual assessment. The new pricing formula was presented to the library directors at the last meeting for review, and a vote will be held on Friday, 5/17. Although some libraries will see a significant increase or decrease in their assessments, Prosser’s costs should stay relatively stable.

**Harvard Library Design Workshop** – Harvard School of Design is hosting a three-day workshop entitled The Future of Library Design, which is intended for architects, librarians, trustees, etc. The workshop costs \$1950 and runs from August 5<sup>th</sup>-7<sup>th</sup>, after R. LaMonaca’s last day, so the board discussed the possibility of having Mark Weisman attend. **MOTION to approve funding for tuition (\$1950) and 3 nights hotel to pay for Mark Weisman to attend -- if he is interested, available, and willing to make a presentation afterwards to the board -- The Future of Library Design workshop at Harvard School of Design;** seconded and passed.

**CT State Library Construction Grants** – C. Siloac reported his findings from a session on the CT State Library construction grant program at this year’s CLA conference. Among the key points of note were the need for an updated strategic plan, building program, and space plan, as well as the timeline of the steps in the process. In consideration of the timing, it would probably be best to apply in 2020.

*Old Business*

**Public Survey Webinar** – This item was discussed as part of the Chairperson’s Report.

*New Business*

**Library Board Nominees** – With nominating committees in the process of being formed, J. Geetter asked the board if they had any people in mind who might be potential board members. The board discussed the need to relay the level of commitment involved.

*Public Comments* – There were no public comments.

**MOTION to accept the minutes of the April 9, 2019 meeting;** seconded and approved.

**MOTION to enter executive session at 6:03 PM;** seconded and passed.

The board exited executive session at 6:20 PM.

**MOTION to adjourn the meeting at 6:20 PM;** seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator