

**FINAL**  
Prosser Public Library  
Library Board of Directors  
January 14, 2020

**Attendance:** Elizabeth Lane (*Library Director*), Joan Geetter (*Chairperson*), Beverlee Merritt (*Vice-Chairperson*), Ava Biffer, Leah Farrell, Ann Leavitt, Maxine Ursery, Penny Pearson (*Friends of the Library Representative*)

**Absent:** None

Quorum present? Yes, 6 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 of Maxine Ursery. M. Ursery joined the meeting at 6:06 p.m.

*Report from the Friends of the Library*

**Susan Campbell** – P. Pearson thanked the board for suggesting Susan Campbell as a speaker for their Friends' spring luncheon. Ms. Campbell has agreed to speak at this year's luncheon, date to be determined.

**Memberships** – As of the end of 2019, the Friends had 413 households as members, including 69 new members. A mailing will go out to households that had previously been members but did not renew.

**Brochure** – P. Pearson distributed the Friends' brochure to board members and asked them to spread the word.

*Chairperson's Report*

**Formation of Building Committee** – The town council is planning to constitute the new building committee at the council meeting scheduled for January 27<sup>th</sup>. The board will review the charge document from the previous building committee and will consider what items they want included, as well as whom they wish to propose for the committee. E. Lane and board members will look to attend the January 27<sup>th</sup> council meeting.

**State Representatives** – Individual board members are still planning to meet with local state representatives to make them aware of the state grants that are available for a new or updated library building.

*Director's Report*

**Building Committee Minutes** – E. Lane asked the town clerk to pull past building committee minutes and figures for potential committee members. The board asked to see this information along with the previous plan. E. Lane noted a suggestion from library staff that a teen be on the building committee.

**2020 Census** – E. Lane has been prepping with the town manager and mayor as to the library's role in the 2020 census.

**Capital Improvements** – Department heads have been working together on creating and prioritizing the list of capital improvement projects.

**Open Positions** – The library currently has five open positions, including openings for a full-time librarian, part-time librarians, two library assistants, and a page.

*Old Business*

**Updating By-Laws** – The board reviewed the latest draft of the by-laws and made a few small revisions. A conflict was noted as to the language used to refer to the library board in the town charter and the state statutes. J. Geetter asked E. Lane and C. Siloac to research and resolve the issue, so that the proper language can be included in the by-laws.

**Discussion of Fine Free Policy** – The library is still planning to implement the fine free policy in April.

*New Business*

**Meeting Schedule for 2020** – The board made a few changes to the proposed 2020 meeting schedule: the meeting start time was changed from 5:00 PM to 5:30 PM, and the March and November were moved to the McMahon Wintonbury Library. **MOTION to approve the 2020 meeting schedule with the proposed changes**; seconded and passed.

**Budget** – E. Lane shared the narrative and statistics that she's planning to include with this year's budget, and noted that the town is changing its budget process so that items such as utilities and benefits are included in each department's budget. E. Lane plans on doubling the materials budget at McMahon Wintonbury to help rebuild the outdated non-fiction collection.

**Meeting Room Policy** – To prepare for the library's move to electronic study room sign-up, E. Lane will email the board a draft of meeting room policy ideas for review and discussion at the next meeting.

**Fiscal Year 2019 Annual Report** – Discussion of this agenda item was moved after the agenda item Approval of Minutes of December 10, 2019 (Special Meeting).

*Public Comments* – There were no public comments.

**MOTION to accept the minutes of the October 8, 2019 meeting**; seconded and approved.

**MOTION to accept the minutes of the November 12, 2019 meeting**; seconded and approved.

**MOTION to accept the minutes of the November 12 2019 special meeting, with proposed changes**; seconded and approved.

**MOTION to accept the minutes of the December 10, 2019 special meeting**; seconded and approved.

**Fiscal Year 2019 Annual Report** – The board reviewed the library's FY 2019 annual report to the town, and the library's annual statistical report for the state library. The board discussed how these stats could be used as talking points.

**ACLB Membership** – L. Farrell will research Association of Connecticut Library Board membership options.

**MOTION to adjourn the meeting at 6:19 PM**; seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator