

**TOWN OF WETHERSFIELD
MEETING MINUTES**

Approved

**Wethersfield Library Board
Minutes of October 24, 2017**

Members present: Dorene Ciarcia, Martha Conneely, Peter Denegre (not present for first two motions), George Kelly, Laila Mandour, Terry Santapaola

Members excused: Mary Frazeur, Hannah Granfield, Mary Pelletier

Others: Brook Berry, Library Director
Carolyn Vallieres, Friends of the Wethersfield Library

CALL TO ORDER:

Chairman Dorene Ciarcia called the meeting to order at 7:03 p.m.

PUBLIC COMMENT:

None

ADDITIONS TO THE AGENDA

Dorene identified two items to be added to the agenda: (1) to authorize the Director to pay the accrued leave balance for a retiring employee out of the compensated absences fund; and (2) to authorize the Director to ask the Friends for contributions to fund two Adult Department programs.

Motion to add items to the agenda

George Kelly moved to add the above two items to the agenda. Laila Mandour seconded. All present voted in favor. The motion passed, 5-0.

APPROVAL OF THE MINUTES

Martha Conneely moved to approve the minutes of the September 26, 2017 meeting. Terry Santapaola seconded. Following discussion, the motion was amended and the amended motion seconded by the same members, to correct the identification and spelling of the names of the firm (FIA) and the individual (Andrew Salak) serving as the Board's financial advisor.

All present who attended the meeting voted in favor. Laila Mandour abstained. The motion passed, 4-0 with 1 abstention.

FRIENDS OF THE LIBRARY:

Carolyn Vallieres reported on preparations for the Book Sale.

The annual meeting and volunteer recognition reception went very well. Board Members who attended spoke favorably about it.

The Friends are discussing the possibility of a wall plaque to honor deceased members.

COUNCIL LIAISON

No report.

LIBRARY BOARD CHAIRMAN

Dorene distributed an updated schedule of 2018 Board meetings.

Dorene also reminded the Board about the reception for the new Town Council and Board of Education which will take place November 16 in the mezzanine area of the Library.

DIRECTOR'S REPORT

Brook reviewed the September monthly report. As part of the children's summer reading program, the various PTOs contributed a total of \$1,358 to their respective media centers. Upcoming highlights include further Family Place workshops, the continuing Pizza & Pages book discussion group, and an Evening with Abigail Adams.

The hiring process for the teen librarian is continuing. Brook hopes to fill the position in November. Also, external panels have been set up for the open library associate positions.

Leigh D'Agostino is retiring after nineteen years with the Library.

Motion to Expend Funds Received from the State Library

Laila Mandour moved to authorize the expenditure of \$2,245 in funds received from the State Library for funding Hoopla. Peter Denegre seconded.

All present voted in favor. The motion passed, 6-0.

Motion to Authorize the Payment of Accrued Leave Balance out of the Compensated Absences Fund

Peter Denegre moved to authorize the Director to pay the accrued leave balance for Leigh D'Agostino out of the compensated absences fund. Terry Santapaola seconded.

All present voted in favor. The motion passed, 6-0.

Motion to Authorize the Director to Ask the Friends for Contributions for Adult Department Programs

Peter Denegre moved to authorize the Director to ask the Friends for a contribution of \$1,200 to fund life skills programs, and a contribution of \$2,000 to continue the Scents & Sensibilities Program. Martha Conneely seconded.

All present voted in favor. The motion passed, 6-0.

STRATEGIC PLANNING COMMITTEE

Brook reported that, based on the staff and public surveys, interviews of key individuals and the focus group results, the committee has finalized a list of five priorities for the strategic plan. The administrative team and staff have reviewed the priorities and agreed they can be implemented. The staff is in the process of developing a set of goals and objectives, and a process for measuring achievement.

The committee will meet once more to complete the final plan, which the consultants present to the Board at the December 5 meeting.

UPCOMING DATES TO REMEMBER

November 16 - reception for members of the Council and Board of Education.

December 5 - next Board meeting. Since the consultants will be presenting the strategic plan, it is important to have a quorum at that meeting.

ADJOURNMENT

Laila Mandour moved to adjourn. Peter Denegre seconded. All present voted in favor. The motion passed 6-0. The meeting adjourned at 7:58 p.m.

Respectfully submitted,
George Kelly, Secretary