

**PROSPECT PUBLIC LIBRARY  
BOARD OF DIRECTORS MEETING  
APPROVED MINUTES  
9/8/16**

The Prospect Public Library Board of Directors meeting was called to order by the Chairperson, Sue McKernan, at 7:00 p.m. at the Prospect Public Library.

**Members Present:** Sue McKernan, Lorraine Dixon, Betty Bajek, Nancy Via, Ira Kamm, Carol Martino, Kathy Graveline, Judy Kennelly

**Members Absent:** Carol Moschella

**Others Present:** Director, John Wiehn and Assistant Director, Alessandra Petrino

**Public Present:** None

**Correspondence:**

Flyer from Association of Connecticut Library Boards - 2016 Trustee Leadership Conference to be held on Friday, November 4, 2016 in West Hartford – Chairperson McKernan invited members to see John to complete the requisite form if there is any interest in attending.

**Next Meeting Date:** October 13, 2016 at 7pm

**Approval of Minutes:** Lorraine Dixon made a motion, seconded by Ira Kamm, to approve the minutes of the June 9<sup>th</sup> meeting. Motion passed unanimously.

**Treasurer's Report:** Nancy Via made a motion to approve the combined Treasurer's Report for July and August. Judy Kennelly seconded the motion. Motion passed unanimously.

**Director's Report (including Assistant Director's Report):**

In addition to his written report (attached), John highlighted the following:

- The Library received a \$250 grant from the CT Community Foundation to augment payment for the Kerry Boys concert to be held in March 2017 on the Saturday before St. Patrick's Day.
  - Sue suggested collecting donations at the door on the evening of the concert to help offset the cost.
  - The Friends of the Library will be soliciting donations for a genuine Irish sweater.
  - John will apply for the use of Community School for this event.

- John commended the staff for the handling of the loss of Internet for two days on August 17-18. He also praised Alessandra and the staff for the excellent job with the Anniversary Picnic.
- There will be training on Overdrive for Library staff at the end of September to be followed by similar training sessions for the public.

Asst. Director Petrino

In addition to her written report (attached), Alessandra highlighted the following:

- The Summer Reading program was an extraordinary success with increased participation over previous years with 513 students (an increase of 19 students) and 4,518 books read and logged, which is 216 more books than last year.

A motion was made to approve the Director's Report by Lorraine Dixon, seconded by Ira Kamm. Motion passed unanimously.

**Approval of Bills:** Motion made by Loraine Dixon to approve Library and Baker & Taylor bills for the dates of:

<u>Library</u>	<u>Baker and Taylor</u>
June 13, 2016	June 13, 2016
June 29, 2016	June 29, 2016
June 30, 2016	July 12, 2016
July 1, 2016	July 20, 2016
July 5, 2016	July 26, 2016
July 11, 2016	August 8, 2016
July 12, 2016	August 17, 2016
July 20, 2016	August 30, 2016
July 26, 2016	
August 4, 2016	
August 17, 2016	
August 30, 2016	
September 2, 2016	

Motion was seconded by Nancy Via. Motion passed unanimously.

**Chairman's Report:**

- Sue commended Alessandra for her outstanding work in organizing and implementing the Wine Tasting event to celebrate the 130<sup>th</sup> year Anniversary. Sue also shared the many compliments she heard from attendees (including our State Representative) and their suggestions that it be repeated in the near future.

- Sue praised the entire staff for the success of the Anniversary Picnic (with an estimated 85 people in attendance), and the staff's handling of the loss of the Internet.
- Sue also mentioned that the carpet was cleaned this summer and she is in contact with Gene McCarthy about installing a fence between the Library's and Congregational Church's parking lots due to safety and concerns regarding damage to the Church's septic system.
- Sue reported that Tice Landscaping was hired to complete necessary landscaping prior to the Anniversary Wine Tasting event. His crew completed the work within four days. Due to his responsiveness and quality of work, Tice Landscaping was retained for the remainder of 2016 and the 2016-2017 season to meet the Library's landscaping needs.
- New for this year – John has implemented the use of a sign-in sheet for tracking all contractors performing work at the library.
- Sue pointed out the increase in electric bills – Over \$1000 for the July 2016 bill and over \$900 for the August bill – due to the excessively high temperatures and humidity this summer.
- Sue extended kudos to Alessandra for the number and quality of summer programs this year. Of particular note is the Tales for Tots program, which has grown to often include 30 people and draws participation from residents of area towns as well as Prospect.
- Sue thanked Betty, who is taking an active role as a member of the Friends of the Library.
  - Betty made a suggestion that the Library pursue a grant to fund the creation of a brochure that highlights the many programs and offerings of the Library this past year.
  - The Board extended their congratulations to the Friends of the Library on the success of their recent book sale. Member Betty noted that the Friends made over \$500 at this fundraiser.

#### **Old Business:**

- Alessandra updated the Board on the progress of the shelving project in the Children's room. Shelving is coming from Denmark and should arrive in the next 3-4 weeks.

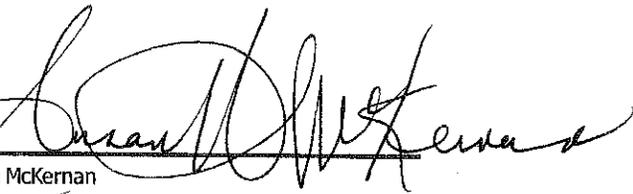
#### **New Business:**

- John distributed the proposed 2017 Library Board Meeting dates and 2017 Holiday & Closings for the Library.
  - Vote tabled until the October or November meeting to provide time for Board members to review and comment.
- Kathy Graveline suggested to John that he look into replacing some of the memorial plaques. John will follow-up.

**Motion to Adjourn:** Motion made by Carol Martino to adjourn the meeting at 8:02p.m and seconded by Ira Kamm. Motion passed unanimously.

Respectfully submitted by:

X   
\_\_\_\_\_  
Katie Reed  
Clerk

X   
\_\_\_\_\_  
Susan McKernan  
Chairperson