

-Minutes subject to Board approval-

**Westbrook Public Library
Board of Trustees Meeting
March 5, 2019
At Westbrook Public Library, Ct**

Call to Order at 7:05 p.m. by MaryJo Noonan, Chair

In Attendance:

Katherine Bishop, Cathy Cietanno, Katie Richard, Martha Neale, MaryJo Noonan, Lynda Tragakes, Paul Winch, Melinda Xenelis and Lewis Daniels (Library Director).

Audience of Citizens: none present

Secretary's Report:

Winch made a motion that the minutes from the February 2019 Board Meeting be accepted with changes: in the February minutes, it needs to be clarified that the basement project overall cost is estimated to be \$250,000; 2nd by Bishop with addendum. All in favor.

Treasurer's/ Financial Report:

Monthly Report:

L. Daniels presented his Financial Report for the month.

- No surprises this month & the numbers are good.
- We are about 66% of the way through the fiscal year, so we should have about 33% remaining.
- Oil cost per gallon a bit up.
- Electricity low because we use most during the hot summer weather.
- A large periodical bill is coming soon.
- Motion made by winch to accept Treasurer's/Financial Report; 2nd by Xenelis. Accepted with unanimous approval.

Library Director's Report:

Usage Numbers: despite some bad weather, number of daily visits was high, yet some use measures were low.

Programs:

- Many programs, for all ages, well attended.
- Coming up: Garden club, AARP tax help session, SCORE workshops.
- Summer Plans: in the works, including beach story hour.
- Under 3 program: going well. Will continue throughout the summer w/o interruption.
- American Legion will be here to formally donate a book to WPL.

OSHA Visit:

- Inspecting all municipal facilities.
- After a February visit to the WPL some recommended changes were made.
- One remaining problem is with the Literacy Volunteers' book sale storage in the basement. An aisle is needed. Daniels will speak with them about discarding some of the books remaining from their sale.
- A town-wide training for fluid clean-up is being planned.

Basement Project:

- Bogaert has provided a detailed estimate.
- Daniels has been working closely with John Riggio regarding HVAC & TEC.
- Daniels will advertise the furniture to nonprofits.
- After the Board of finance has approved our Capital Request, the project will go out to bid.

Budget:

- Next year's budget approved by Board of Selectmen & they have passed their recommendations on to the Board of Finance.
- Capital Request has been submitted.
- There are some concerns about what is going on at the State level & how it will effect Westbrook's finances

Miscellaneous:

- The Harbor News ran a great article about Brittany Pearson. Lots of positive feedback.

Committee Reports: None

Correspondences: None

Old Business:

- Mission revision has been completed.
- We will look over & discuss the by-laws at the April meeting.
- Job descriptions: Daniels is working on this & is seeking M. Nyman's valuable input. Bishop & Cietanno will also work on this.

New Business:

- Upcoming conferences: costs will be covered by the Gift Fund

Adjournment: Motion made by Winch to adjourn; 2nd by Noonan. Adjourned at 8:20 pm.

Respectfully Submitted by M. Neale

