

-Minutes subject to Board approval-
Westbrook Public Library
Board of Trustees
Special Meeting
May 14, 2019
Westbrook Public Library

Called to order at 7:00 p.m. by MaryJo Noonan, Chairman

In Attendance: Katharine Bishop, Kathie Cietanno, MaryJo Noonan, Katie Richard,
Megan Ruppenicker, Lynda Tragakes, Melinda Xenelis, and Lewis Daniels, Library Director

Audience of Citizens: None present.

Secretary's Report: Minutes were amended to read that the HVAC, Plumbing, Electrical Supplies (account #345.5) is overspent and the Library Directory is closely monitoring the electric bills. Following the acceptance of the amendments, the minutes were approved by unanimous vote.

Financial Report: Lewis Daniels presented the financial report. We are 84% through the fiscal year and expect to have 16% left in the accounts. Overall the numbers are good. Inexperience with the new accounts for HVAC, Plumbing, Electrical Supplies and Custodial Supplies led to over expenditure in those lines this year. We requested more in those accounts for the next fiscal year budget. The Financial report was approved by unanimous vote.

Library Director's Report: The average daily visit count for April was the highest (164) since we started using a people counter. Total circulation of physical and e-materials was up over last year. Use of e-materials and interlibrary loan items continues to increase. Computer use declined.

There were two very successful programs during school vacation week. Medicare Counseling started up again on the first and third Fridays of the month. AARP tax help sessions concluded on April 8. Fifteen community groups used library meeting and conference rooms in April.

The OSHA citations were rectified. Basement cleanout continued with the Salvation Army visiting twice to pick up old books. AFA Electronic Recyclers removed old computer equipment and copiers. The annual underground oil tank test was performed on April 29. The Town budget hearing took place April 22 and the budget passed at Town meeting on May 7. The basement project was part of the capital plan included in the budget.

Committee Reports: Lynda Tragakes led a discussion on by-laws revisions. At the Board's request Town Clerk Joan Angelini reported that CT General Statutes specified that Library Board members are elected to serve 6 year terms which are staggered so that 3 seats are up for election in each Town election. Three seats on a nine member board must be held by minority party representatives. She stated that minutes needed to be filed within 7 calendar days of the meeting.

New Business: Two current pages- Finn McGannon and Colin Sutherland- are graduating from High School in June. The Library Director requested approval to present each of them with a \$100.00 honorarium. This request was approved by unanimous vote. A motion was made to request that the Board of Selectmen and the Board of Finance authorize an appropriation in the amount of \$18,000 from the Library gift accounts in fiscal year 2019-2020. The motion passed by unanimous vote.

Adjournment: The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Kathleen Cietanno
Secretary pro temp