

-Minutes subject to Board approval-

**Westbrook Public Library  
Board of Trustees Meeting  
September 10, 2019  
At Westbrook Public Library, Ct**

Mission: “The Westbrook Public Library is dedicated to supporting our community’s intellectual, cultural and social needs. We offer a balanced collection of materials, information services and programs for lifelong learners.” (rvsd 2/2019)

Call to Order at 7:00 p.m. by MaryJo Noonan, Chair

**In Attendance:**

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

**Audience of Citizens:** none present

**Secretary’s Report:**

Bishop made a motion that the minutes from the July 2019 Board Meeting be accepted as presented; 2<sup>nd</sup> by Neale. All in favor. (There was no August meeting.)

**Treasurer’s/ Financial Report:**

L. Daniels presented his Financial Report for the months of July & August.

- Fair amount spent on elec due to Ac work & equipment work. It was difficult this summer, at time w/o AC. Costs will come out of HVAC line item.
- Money spent on adult puzzle books. Very popular. Given to patrons.
- Motion made by Cietanno to accept Treasurer’s/Financial Report; 2<sup>nd</sup> by Bishop. Accepted with unanimous approval.

**Library Director’s Report:**

- Usage Numbers: most reflect an increase in use.
  - Community & Conference Rooms were used heavily.
  - Adult circulation up & children's circulation way up.
  - Electronic circulation down a bit, but audio books are popular.
  - Reserve & interlibrary loan numbers are back to where they used to be.
  - People count: approximately 183 per day in July & 181 per day in August.
- Programs: great summer, with a wide variety of well attended programs.

- Beach reads, Sunny Train, Lego Mindstorms, science-based program, crafts, YA, disabled adults book club, Wildlife in Connecticut sponsored by Garden Club & WPL Friends.
- Nutmeg discussion group turnout was not great. It is hard to get parents to commit.
- Student interns: from URI. have worked out well. One is leaving & another student will be volunteering on Saturdays.
- Upcoming programs: working on coding program for middle school age kids, Hangout Wednesdays, Family Game Night.
- Some concern over heat generated by computer equipment. Keeping them on the cart.
- Building Maintenance:
  - Lew working on cleaning our basement.
  - Some HVAC system challenges.

### **Committee Reports:**

Building Committee: Tom Elliot is working with Daniels.

**Correspondences:** None

### **Old Business:**

Notes from the 9/3/19 meeting with State Librarian Kendall Wiggins were reviewed. (please reference for more info)

Lengthy discussion regarding the hiring of a new library director followed:

- Need to create a Search Committee
  - Potential SC committee: current staff, WPS librarian, Friends.
  - Comm Reps: Jim Crawford, Dennis Allen, Oxford Headmaster.
  - 3-4 Board members.
  - SC tasks: using criteria, evaluate incoming resumes, interview, make recommendations.
- How to invite public opinion:
  - Form a focus group- members of the community who might have ideas.
  - Do this before a board meeting one night?
  - Offer it during the day- Katie will this.
  - Do either/or, don't need both? Tuesday afternoon? Morning?
  - The focus group is not on the search committee.
  - Possible dates: Jan 7th 6:30 & Jan 9th 11:00--12:00.
  - Good to hear from the community about what they are looking for in their library.
  - Show ads following week.
- Publicity:
  - Newspaper article- Aviva has been in touch w/ Lew.

- Westbrook Events- also an opportunity to publicize.
- Create a fact sheet. Mary Jo will work on.
- HR resource person meet w/Board to answer questions. Noel would be helpful with this.
- 90 day probationary period?
- How to monitor performance?
- Communicate w/staff. Kit will attend to this
- Daniel's task: to generate monthly to do lists for new hire. He is already working on this.

**Timeline:**

- Sept-Feb:
  - create message
  - Speak w/town HR person
  - Create interview questions
  - Compose ad
  - Meet with focus group
  - Create Search Committee
- March
  - Post ad w/ 30 day window
- April-May:
  - Interviews w/ SC
  - Mid may SC present Board w/final applicants
- June 1: make offer
- June 30: Daniels leave

**New Business:**

- Coding Program: possible with grant from Westbrook Foundation. Remember, the foundations' priority is opportunities for Westbrook residence. If space, offer the program to non-residents.
- Mission statement at the start of minutes.

**Next Meeting:** October 1, 2019

**Adjournment:** Motion made by Cietanno to adjourn; 2<sup>nd</sup> by Richard. Adjourned at 8:10 pm.

Respectfully Submitted by M. Neale