

**Westbrook Public Library**  
**Board of Trustees Monthly Meeting Minutes**  
**January 3, 2023**

**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 & apprvd 2/19)*

Call to order at 7:05 pm by MaryJo Noonan, Chairperson

**In Attendance:** Kathie Cietanno, Amy Heilmann, MaryJo Noonan, Katie Richard, Megan Ruppenicker, Lynda Tragakes, Melinda Xenelis, and Michelle Centore, Library Director  
**Absent:** Jodie Oshana

***Due to Town Hall being closed on January 2, 2023, the agenda was not received/filed with the Town Clerk’s Office 24 hours prior to the meeting as required. Therefore, there were no approvals or actions taken at this meeting.***

**Secretary’s Report:**

- The minutes from the Annual Meeting and monthly December Meeting were reviewed and will be approved at the monthly February meeting.

**Financial Report:**

- Centore presented Financial Report for December and provided a brief recap:
  - Operating budget has approximately 72% remaining. Payroll numbers are being updated.
  - Centore is in the process of setting up alternatives for book purchases to allow more options in instances where there is a delay from one source – she is diversifying vendors.
  - Fluctuations in expenditures mainly due to the time of year.
- Financial Report will be approved at the monthly February meeting.

**Library Director’s Report:**

- Collections and Services:
  - 1029 patrons used the Library in December.
- Building and Grounds:
  - The roof replacement project should be complete by the 13<sup>th</sup> due to the unexpected rain.
  - Fire alarms were tested and passed inspection. Public Works installed new batteries, which should be changed every five years (not done in 2020 due to pandemic/Library closure).
- Community Engagement:
  - As mentioned last month, Ariel’s program at WHS with the buttons provided lots of connections and was well received. Also, are using the Canva subscription to make small marketing items for the desk (funny buttons, key rings for patrons).
  - To allow for smooth scheduling and orderly transition between meetings, the form for reserving rooms now includes setup time and breakdown time for requests.

- Programming:
  - New programming calendar is being tested on the website so the public can see upcoming events more easily. Looking to upgrade to WordPress Pro which also allows more options. Will test for 6 months to a year and then reevaluate.
  - “Countdown to Noon Years Eve” program was very popular with 20 participants registered.

**Committee Reports: None**

**Correspondence: None**

**Old Business:**

- Card catalogues appraisals have not been done yet.
- The 2022 distribution from the LGF Vanguard account was previously voted on and approved – Noonan and Centore will process the check distribution.
- Brief discussion regarding the Annual Meeting process and the need to research the correct protocol for electing officers as well as a possible review of the bylaws.
- Centore shared the updated 2023 Action Plan. Cietanno suggested adding the following under Collections – “feature and improve accessibility to local history collections and documents”. The Action Plan is intended to be a helpful evaluation tool for the Library staff. The 2023 Plan will be approved and voted on at the monthly February meeting.

**New Business:**

- Discussion and review of the FY 2023-2024 Library Budget. It was agreed to hold a Special Meeting on Thursday, January 5, 2023 to vote on and approve the proposed budget. Centore will provide an updated Worksheet prior to the meeting. Hunnicutt will submit a Special Meeting Agenda to the Town Clerk’s Office.
- Noonan advised that a nominee for the Trustee vacancy has been recommended by the RTC. The nominee is introduced (First Reading) at the January 10<sup>th</sup> Board of Selectmen meeting; the Second Reading and anticipated appointment will be at the January 26<sup>th</sup> BoS meeting. The new Trustee would then be sworn in at the Town Clerk’s office prior to the monthly February meeting.

As there was no further business to discuss, the meeting was adjourned at 8:55 pm.

Respectfully submitted by L. Tragakes