

**Library Board of Director's
Regular Meeting Minutes
September 19th, 2012**

Roll Call:

Meeting called to order: 7:05p.m.

In attendance: Brosious; Federowicz; Keating; Joncyk; O'Brien.

Also in attendance: Higginson.

Acceptance of Minutes:

Review for acceptance of June and July's Meeting Minutes:

Motion to Accept June's Minutes: Federowicz; Second: Joncyk. Vote: 5-0.

Motion to accept July's Minutes: Federowicz; Second: Brosious. Vote: 5-0.

Audience of Citizens:

Carol Laferriere, Friends of the Library Secretary.

Treasurer's Report:

Totals: Copier: \$294.50; Conscience: \$174.00. Grants: \$5581.73; Gifts/Bequests: \$58,774.37.

Motion to Accept Treasurer's Report: Brosious; Second: Keating. Vote: 5-0.

Director's Report:

Submitted and Presented by: Higginson.

Presentation at joint meeting of Board of Selectman and Finance included a Powerpoint presentation of layout and project scope of new library. Also discussion of different building codes for different size buildings. As well as Selectman supporting the \$20,000.00 for an engineering study of the building site on Great Oak Road.

Higginson looking into possible grants for new library. Would like to apply for \$10,000.00 to hire consultant to help update and modify existing plan.

Spoke with Mr. Long from CT Community Foundation regarding help with fundraising.

Fundraising training being held in October: she would like to attend along with other Board members.

Looking to purchase newer version of the children's computer.

Friends of Library decided not to hold Fall Book Sale.

Annual Report was submitted to Selectman's Office. Annual State report of Statistics will be filed by end of October.

Staff meeting discussions included Summer Reading Program, upgrade to Evergreen, and new work schedules. New hours have been posted at numerous sites.

New telephone systems have been installed and through Bibliomation, can track phone log, redial frequent callers, and keep notes on phone calls for each other.

Adult book discussion was held in August and is scheduled for September as well.
Higginson attended a class on being a supervisor. Will be developing guidelines for staff based on this training for her expectations as a supervisor as well as consequences if not followed.
Will be in attendance of Bibliomation meetings at the end of September.
Also, New England Library Association conference will be attended by Higginson.

Children's Librarian Report:

Submitted by: Ciullo; presented by: Higginson.

Various children's activities and crafts held throughout June and July. Included in these are: the Summer Reading Program, a monster-themed dessert contest, a zombie makeover event, and a Merry Everything Party.

September includes various story times, parachute playtime, interactive reading, Artist Trading Cards for home schoolers, movie showings, Canine Book Buddies, and the continual Monday's Craft day.

Monetary donation received from patron for purchase of crafts.

Chairman's Report:

McKinney will be resigning from Library Board of Director's although no official resignation as of yet, but will need replacement for him.

Old Business:

Fundraising: Look to start process ASAP as well as form subcommittee to oversee.

Also, form subcommittee for Policy Book as is due for review/renewal.

New Business:

Motion for Higginson to apply for Grant in amount of \$10,000.00: Federowicz; Second: Brosious. Vote: 5-0.

Adjournment:

Motion: Keating; Second: Federowicz. Vote: 5-0.

Time: 9:05 P.M.

Respectfully Submitted by:

K. Anderson-Solicito

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