

**HALL MEMORIAL LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING**  
**September 13, 2016**

- I. Chair John Halloran called the Regular Meeting of the Hall Memorial Library Board to order at 7:30 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Daniel Sclare, Judy Stomberg, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Melinda Ferry, a member of the Board of Selectman, was present at this meeting. Staff member Francie Berger joined the meeting at 8:15 PM.
- III. Approval of Minutes of the June 2016 Meeting (Blanchette/Wieliczka) - The minutes were reviewed by members present and were unanimously approved as written.
- IV. Treasurer's Report –Bookkeeper Marcia Downs circulated the balances of the checking and savings accounts to date. A discussion of the accounts followed.
- V. Current Year Budget – The current year's budget was reviewed and discussed among the Board Members. Sue Phillips explained this year's spending to date.
- VI. Library Director's Report – The report was reviewed and discussed, especially noting that the Summer Reading Programs were a huge success, and were sponsored by a gift from the Friends of the Library. Also to note, a patron was stung by bees from an underground nest, and was treated on site and then driven home by Sue Phillips. An accident report was filed, and Public Works took care of the nest. Other highlights were that Sue Phillips and Francie Berger attended training for the U.S. Passport program in July so that the Library will now be a place to go to for initial passport application. Also, new photocopiers were installed in July, replacing the older models with more efficient ones at a slightly lower cost. Issues with the State Library-run delivery system continue, and Sue Phillips has been asked to serve on yet another task force to resolve the issues. Internally, new bins and the appropriate shelving have been installed to facilitate our storage of these materials awaiting pick-up.
- VII. Friends of the Library Report – The next Book Sale will be October 14, 15, and 16, 2016. The Friends Annual Meeting will be held on Monday, September 19, 2016.
- VIII. Old Business – I. - Security Cameras – There is no update on this matter. – II. – Building Maintenance – The air conditioner was again leaking due to the age of the components, and is under discussion as to the best way to repair the individual areas. A meeting was held with a representative from the Rockfall Company concerning the upcoming bathroom renovations, and specific items that need to be included therein, such as floor drains, automatic fixtures, and water fountains.
- IX. New Business –I - Capital Improvements – The planning for Capital Improvements is as follows: F/Y 2016-2017 – Bathroom Renovations F/Y 2017-2018 Carpet Replacement F/Y 2018-2019 Interior Painting F/Y 2019-2020 Roof Replacement on New Building. Under the category of Roof Repair on the new building, Sue Phillips

met with representatives from the Rockfall Company and CRCOG to begin planning for this future expense. - II – Policies – There were no policies for discussion at this meeting. Also at this time, the annual Budget Reimbursement was discussed, and a motion was made and unanimously passed (Sclare/Blanchette) to reimburse the town in the amount of \$41, 901.84.

- X. Trustees' Concerns – Board Member Dan Sclare asked if the Library purchased books upon the suggestion of patrons, and a short discussion in answer followed, that many books are purchased upon patron request.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was unanimously adjourned at 9:00PM (Clements/Blanchette).

Respectfully submitted,

Marcia H. Downs