

East Norwalk Association Library Board
Meeting Minutes
July 18, 2017

In attendance: Roberta Bauchner, Nicholas Clarke, Kathy Cray, Sarah Mann

Staff: Sylvia Archibald

Sarah M. called the meeting to order at 7:02pm.

There were no members of the public in attendance. No public comment.

MSP for the June 20, 2017 Board Meeting Minutes.

Sarah M. gave a brief President's Report. The container is gone and with it the 3 dumpsters each filled to capacity. Rick Tavella came by with his crew and graciously changed what light bulbs they could. Sylvia will report further on the light fixtures.

Thanks to the TTD all of the metal shelving has been taken away for recycling. Sylvia and I met with the commissioners at their last meeting to formally introduce Sylvia. The commissioners shared that they will be investing in an energy efficiency consultant to visit the library to review the building and suggest how the library can save energy. This goes hand in hand with the decision to put a film covering over the windows to deflect the heat and damaging sunrays into the library. The blinds discussed at the last meeting were deemed too expensive.

MSP President's Report.

Treasurer's Report KathyC. Delivered the Treasurer's Report. We closed the year at \$200,851. \$7,7175 to the good.

June monthly hall rentals are down. \$11,000 and change was saved due to not having an executive director for 5 months.

We had some unexpected expenses. The dumpsters, IT and we had to purchase a computer.

Sylvia asked about the lack of dollars budgeted for adult and children's programs with the exception of the summer series. A number of program ideas were discussed possibly beginning in October.

MSP Treasurer's Report.

Sylvia A. shared the Executive Director's Report. Technology. A second phone line has been added for the director. Datel did a replacement of the modem and reprogramming of the phone system cost \$860.

Deep Freeze has been installed in the children's and adult computers. Deep Freeze allows the computers to reset to the original library setting each time the computer is turned off. This allows for better speed and productivity.

Sylvia is also looking into the cost of installing or upgrading the PA system in the lower level.

Eleck and Salvato tested the continuity and labeled data lines and did minor repairs cost \$750. This is the first step in moving forward of the upgrade process.

Facilities. Rick Tavella said that the ballast is the problem with some of the light fixtures. He will work with Sylvia to fix the problem.

The energy audit is scheduled for August 23rd.

REO appliance came in and checked the downstairs air conditioners. Both work.

Upstairs, one had a bird's nest and the other a broken fan. Both will be repaired.

The lock for the downstairs hall has been changed and the keys have been distributed to the regular renters. All of the groups have removed their belongings except Love Legacy. They have paid but have not returned the signed contract.

The Children's Room, teen area, and special collection of Books in Spanish, newspapers and magazines have been weeded, shifted and organized. Magazines before 2016 will be for sale. The area behind and around the circulation desk has been tidy and straightened.

Personnel. The first staff meeting will be held at the end of the week. Agenda items; First thirty days, staff goals, professional growth goal, and library goal. Sylvia also composed new forms i.e. vacation, extra work hours.

Programs. Sylvia discussed ideas such as a book club, craft, Yankee Doodle, Halloween, movies. Should we invest in a projector? etc.

Marketing. The staff used a Facebook pop up to promote the summer series. Discussion regarding other ideas such as Lawn signs.

Finance. We have just begun the New Year.

MSP Executive Director's Report

Sarah M. asked the board if they believed that we could pass on the August meeting, as we don't seem to have any pressing business. Everyone agreed that it was a good idea to pass on the August meeting.

MSP not have the August ENA Library Board meeting.

There was no Old Business

MSP to adjourn at 8:16pm

Respectfully submitted

Next meeting date: September 19, 2017