MINUTES
TOWN OF WOODBURY
WOODBURY PUBLIC LIBRARY – BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JANUARY 23 2018
LIBRARY

MEMBERS PRESENT
Leslie Lebl; Chairman
Sylvia Herbstritt; Vice Chairman
Lisa Amatruda
Jean Carnese
Linda Grayson
Diana Chamberlain
Deborah Schultz

ALTERNATES PRESENT
Bonnie Sherman
Paul Hadzima

Also Present: Sue Piel, Library Director.

1. CALL TO ORDER
Chairman Leslie Lebl called the regular Library Board of Trustees meeting to order at 7:01 PM in the children’s section of the Library.

2. DETERMINATION OF QUORUM
It was determined a quorum was present. Paul Hadzima was welcomed to the Board as its newest alternate. All regular members were seated.

3. ELECTIONS OF OFFICERS

MOTION: Linda Grayson moved to nominate and elect Leslie Lebl as Chairman of the Library Board of Trustees for 2018. Sylvia Herbstritt seconded, UNANIMOUSLY APPROVED.

MOTION: Linda Grayson moved to nominate and elect Sylvia Herbstritt as Vice Chairman of the Library Board of Trustees for 2018. Jean Carnese seconded. UNANIMOUSLY APPROVED.

MOTION: Jean Carnese moved to nominate and elect Linda Grayson as Secretary of the Library Board of Trustees for 2018. Sylvia Herbstritt seconded. UNANIMOUSLY APPROVED.
MOTION: Jean Carnese moved to nominate and elect Lisa Amatruda as Treasurer of the Library Board of Trustees for 2018. Deborah Schultz seconded. UNANIMOUSLY APPROVED.

4. ADDITIONS TO AGENDA
There were none.

5. PRIVILEGE OF THE FLOOR
No one came forward.

6. APPROVAL OF MINUTES
- November 14, 2017

MOTION: Deborah Schultz moved to accept the regular meeting minutes of November 14, 2017 with one correction, delete “later” after her name. Linda Grayson seconded. UNANIMOUSLY APPROVED.

7. MONTHLY FINANCIAL REPORT
Sue Piel stated her budget went over in the Heat, Light and Water line about $1,100 due to the colder than usual winter and the water expenses were higher than anticipated due to a leak in one of the bathrooms. There is only $2,100 left in the Repair and Maintenance budget which she does not think will last the rest of the Fiscal Year. The 2018-2019 budget was reviewed by the Board in November, adjustments may need to be made to that budget. $27,000 is encumbered for books, there is $10,000 left in that account. The digital magazines are not being utilized as expected, more promotion is needed in that area.

A new Reference Technology Librarian has been hired, Ron Fairchild. He has just started and will hopefully be able to come to the next Board meeting.

8. CHAIR’S REPORT
A copy of the Chair’s report is attached to these minutes. CCM is offering a course members might want to attend but it will be held in South Windsor, members are hoping the course will be available closer at a later date.

9. DIRECTOR’S REPORT
Two capital requests will be made this year. One is for the rest of the Library roof to be replaced as it is leaking. The cost is estimated at $155,175 which would be a metal roof to match the existing replacement done in 2017. The second capital request is to fill in the holes left by the removal of the sky lights in the roof. That cost is estimated to be about $5,400.

The automatic door is still causing problems but it is believed the newest problem will be fixed at no charge. Because it was so cold there were problems with the emergency generator that needed attention. The bushes around the building were pruned, wood chips were placed around the bushes. Rocks are still needed.
10. TREASURER’S REPORT
Lisa Amatruda reported on year end finances however the quarterly reports have not been received to date. $118,936.84 exists in the CCF account, $26,489.20 in the DeSomma (donor) account. Next month a full report will be available.

11. CORRESPONDENCE
• Clerk’s Bill
  The clerk’s bill for 2.5 hours was signed by Chairman Lebl.

12. OLD BUSINESS
• Gallery Renovation
  When the ceiling was removed, although there was a W8 steel beam in place, Mr. Faggella of the Public Building Commission and the Building Official thought it would be better to add a W12 alongside the existing beam. This caused nearly a month delay in the project as the original architectural firm, Tecton, wanted their engineer to sign off on the change. A change order is necessary to cover the additional engineering costs, $862.50.

  It was also discovered some areas of the Gallery lacked adequate insulation. That additional cost is about $1,700 but saving would be seen in lower heating bills.

  o Change Orders
    Chairman Lebl drafted a letter to the Board of Selectmen outlining these concerns and suggested requesting $10,000 to cover these additional costs as well as some others that may occur. Having to ask for additional funds in small amounts could cause a further delay in the project due to meeting schedules and quorums. After further discussion it was decided to amend the letter to ask for $15,000 from the Library’s Capital Funds Account. It was also decided two of the three, Sue Piel, Leslie Lebl and Lisa Amatruda, would be able to sign change order requests.

  MOTION: Jean Carnese moved to amend the proposed letter to the Board of Selectmen from the amount of $10,000 to $15,000 to cover necessary change orders. Diana Chamberlain seconded. UNANIMOUSLY APPROVED.

  o Liaison with Library Staff
    Diana Chamberlain offered to be the liaison between the Library Board and the Library staff as to questions of paint color and lighting.

• Kitchen Renovation
  Board members had discussed renovations to the kitchenette area in the Gallery previously. It appears decisions should be made now as to flooring because of the work being done in the Gallery. Donations for this work have been received from the Junior Women’s Club and Thomaston Savings Bank and the Friends of the Library are very supportive of this project. The cabinets would be taken out and replaced, a new stove, larger refrigerator, microwave and possibly a dishwasher would be installed. A butcher block table would be helpful as it could easily be moved and stored, making a multipurpose area. Whether the doors should be replaced was debated.
Sylvia Herbstritt offered to be the liaison for this project.

13. NEW BUSINESS
There was none.

14. DATE OF NEXT MEETING
• February 27, 2018

15. ADJOURNMENT

MOTION: Linda Grayson moved to adjourn the meeting at 8:00 PM. Members were to adjourn to see the progress in the Gallery. Jean Carnese seconded.
UNANIMOUSLY APPROVED.

FILED SUBJECT TO BOARD APPROVAL

Respectfully submitted,

Linda Leigh
Clerk

Date: January 21, 2018
From: Leslie Lebl
To: Members of the Library Board of Trustees
Re: Chairman’s Report

Election of Officers

Our first piece of business on Tuesday is to elect the Board’s officers for 2018. Members are encouraged to consider nominations for the four positions: Chair, Vice-Chair, Secretary and Treasurer.

Gallery renovation

We have two issues to cover regarding the gallery renovation. First, Sue Piel has received a number of change orders, and we need to consider how to handle the request for funds to cover them. All such orders must be requested or approved by someone with technical qualifications, such as the Chair of the Public Building Commission or the Town Building Official.

In addition, I propose that we consider appointing a member of the Library Board to liaise with Library staff regarding decisions about various aesthetic details, such as the specifications for the track lighting or the color of the paint to be used on the walls.

Gallery kitchen renovation

Similarly, I propose that the Library Board appoint one of its members to liaise with library staff as well as with the Friends of the Library regarding the renovation of the gallery kitchenette. A Library Board committee had developed a plan and obtained two donations, but the project was put on hold pending the renovation of the gallery.