WOODBURY PUBLIC LIBRARY-BOARD OF TRUSTEES

MINUTES
Regular Meeting
May 26th, 2015

Present:  Barbara Potter
          George Madsen
          Linda Grayson
          Leslie Lebl
          Joyce Drakeley
          Sylvia Herbstritt

Also Present  Patricia Lunn, Library Director
               Barbara Perkinson

Call to Order
Chairman, Mr. Madsen called the Regular Meeting of the Woodbury Library Board of Trustees to order at 7:00p.m.

Determination of quorum
A quorum is present

Additions to the agenda
Motion was made by Ms. Drakeley to add to the agenda a request that the Head Librarian send her report to the Library Board of Trustees no later that the Friday before the regularly scheduled Tuesday monthly meeting. Seconded by Ms. Lebl. Vote: 6-yes, 0-no. All in favor. Motion carried.

Privilege of the floor
No one present

Approval of Minutes

Motion was made by Ms. Herbstritt to approve the minutes of April 28th, 2015 regular meeting as amended. Seconded by Ms. Lebl. Page two, approval of minutes, Motion vote replace 6 with 5, page 2, Director's Report, Motion vote replace 6 with 5. Vote: 6-yes, 0-no. All in favor. Motion carried.

Monthly Financial Report
Director, Ms. Lunn reviewed the monthly financial report with the Board. Ms. Lunn stated that the building repairs and maintenance line item will be over due to repairs to the roof and rug cleaning.

Treasurers Report
1) Ms. Lebl distributed two letters and one memorandum to the Board for review.

The first letter is to First Selectmen Mr. William J. Butterly Jr. concerning proceeding with the Tecton Architects design contract for the renovation to the interior of the Library Gallery.
Motion was made by Ms. Lebl to approve the proposed letter to the First Selectman dated May 26th, 2015 concerning proceeding with the TectonArchitects design contract for renovation to the interior of the Library. Seconded by Ms. Potter. Vote: 6-yes, 0-no. All in favor. Motion carried.

The second letter reviewed dated May 26th, 2015 concerned the funding of the renovations to the interior of the Library Gallery.
Ms. Lebl will redraft the proposed letter to include information on the Parker Academy Building and distribute it to all members of the Board for review.

Motion was made by Ms. Potter to include the Memorandum into the record. Seconded by Ms. Herbstritt. Vote: 6-yes, 0-no. All in favor. Motion carried.

Memorandum
From: Leslie Lebl, Treasurer, Library Board of Trustees
Date: May 26th, 2015

Barbara Potter, Library Trustee, Patricia Lunn, Library Director, and I attended a meeting of the Town Trustees on Tuesday, May 19. At that meeting, the Town Trustees considered a request from First Selectman William J. Butterly, Jr. To withdraw $27,000 of library donor funds to cover the lead remediation and repainting of the exterior of the Library Gallery, the historic section of the Library Building.

Town Trustees Chair Andrew Sherman, referring to a 1976 memorandum prepared by the Woodbury town attorney, stated that such a withdrawal would require the approval of the Library Board of Trustees. I reported that the Board had not yet considered this proposal but was planning to do so at its next scheduled meeting on May 26. Further, I said that initial soundings of some Board members indicated that the Board was unlikely to approve the request. The Library Board has never had responsibility for the exterior of the Library building, as the building belongs to the town. Further, if donated funds were used for maintenance usually covered in the regular town operating budget, that might well discourage future donations.
On the basis of this information, Mr. Butterly withdrew his request.

2) Ms. Lebl distributed copies of the Connecticut Community Foundation Woodbury Public Library Donor Fund and the Woodbury Public Library Fund dated 1/1/2015-3/31/15 for review.

Chair's report

No Chair's report at this time

Director's Report

1) Director, Ms. Lunn stated that she received a letter from the First Selectmen on April 30th, 2015 stating that a work order has been issued to begin the replacement of the retaining wall outside the Library.

Motion was made by Ms. Lebl that if the Woodbury Public Library receives a bill for the retaining wall installation that the Woodbury Public Library Board of Trustees is to be notified. Seconded by Ms. Potter. Vote: 6-yes, 0-no. All in favor. Motion carried.
2) Director, Ms. Lunn stated that the WOW program has been very successful with over one thousand participants to date at various events. The last Sunday in September there will be a block party type event that includes food trucks and local business and the closure of Route 6.

3) Director, Ms. Lunn stated that the One Book, One Town program will begin in September and end during the Christmas Festival the first week of December. The library has received a donation of one thousand dollars to help fund this event.

Committee Reports
1) Ms. Grayson stated that there is nothing to report currently on the CAP (Community Advocacy and Public Relations) committee.

Correspondence
1) Director, Ms. Lunn stated that she received a letter from the Human Resource Department that the First Selectman has stated that funding for the open Student Aide position will be put on hold until the town budget is passed and funding is finalized on the renovations to the Library.

Old Business:
1) Ms. Potter brought discussion of the Woodbury Public Library Policies. Ms. Herbstritt, Ms. Potter, and Ms. Drakeley agreed to review the policies and to have information ready for discussion at the next regularly scheduled meeting on June 28th, 2015.

New Business:
1) The Library Board of Trustees agreed to hold a special meeting before the next regularly scheduled meeting.

Adjournment:
Motion was made by Ms. Grayson to adjourn the meeting of the Woodbury Public Library Board of Trustees at 8:40 p.m. Seconded by Ms. Herbstritt. Vote: 6-yes, 0-no. All in favor. Motion carried.

Filed subject to approval
Respectfully Submitted
Gina Del Vento
Clerk

RECEIVED & FILED IN WOODBURY, CT
This 2 day of June, 2015
at 3:42 o'clock, M
Town Clerk