WOODBURY PUBLIC LIBRARY-BOARD OF TRUSTEES

MINUTES
Regular Meeting
April 22nd, 2014

Present: Leslie Lebl
          Barbara Potter
          Sylvia Herbstritt
          Jane Gallagher
          George Madsen
          Linda Grayson

Also Present: Patricia Lunn, Library Director

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

Determination of quorum
A quorum is present

Privilege of the floor
No one present.

Approval of Minutes
Motion was made by Ms. Lebl to approve the minutes of March 25th, 2014 as amended. Item number
one, New Business should read: Discussion was held on the Charter Revision request. Ms. Potter
distributed to all members of the Board a document defining the need for a larger, nine member library
Board, and the corresponding reasons for the increase. The Woodbury Public Library Board currently
consists of six members. The Board discussed that the increase would help in the future in respect to a
building project. Discussion was also held on possible changes to the charter regarding how
appointments are made to the library Board of Trustees. Ms Potter stated that she would e-mail copies
of the sections of the charter that pertain to the Library Board of Trustees to all members of the Board
for review. Seconded by Ms. Gallagher. Vote: 5-yes, 0-No. Motion carried.

Monthly Financial Report
1) Director, Ms. Lunn distributed the monthly financial reports to all members of the Board for
review, including the special revenue report as of March 2014 and the fiscal year 2013-2014
balance report. Director, Ms. Lunn stated that the library received a check from the towns
insurance company CIRMA for $16,659.05 to replace the DVDS’s and Books lost due to the
water damage in September of 2013.

Chairs report
1) Chairman, Mr. Madsen welcomed Ms. Linda Grayson to the Woodbury Public Library Board of
Trustees.
2) Chairman, Mr. Madsen asked that members of the Board review the Library Board of Trustees by-laws and be ready to discuss any changes/additions at the next regularly scheduled meeting.

3) Chairman, Mr. Madsen brought discussion on the possible enhancements to the Woodbury Library. Enhancements discussed included replacing the existing carpet originally installed in 1997 and providing up to date computer corrals which would allow for additional computer space and increased privacy.

Discussion was held on asking the Public Building Committee to have all of the mechanicals located in the Woodbury Public Library checked for viability and properly mapped for future use.

**Motion** was made by Ms. Lebl that the Woodbury Public Library Board members submit their ideas to the Chairman, Mr. Madsen, and the Director, Ms. Lunn to be developed into a list of proposed enhancements to the current Woodbury Public Library building. The list is to include a review of the mechanicals to make sure that they are in good operating condition and that the mechanicals are properly mapped for future use. Seconded by Ms. Gallagher. **Vote:** 5-yes, 0-no. Motion carried.

**Directors Report**

1) Director, Ms. Lunn stated that the rugs and window throughout the library were cleaned on April 18th, 2014.

2) Director, Ms. Lunn stated that they will be hiring two fifteen hour employees to fill the open position left open by Ms. Neal’s retirement.

3) Director, Ms. Lunn stated that the new elevator is being installed and expects it to be completed by the beginning of May. Ms. Lunn stated two updates need to be made before the elevator can be operational. The first is that the new elevator is required by law to have a telephone which will need to be installed. Second that the fire suppressant system connection wiring has to be brought up to date. Ms. Lunn reported that she has received confirmation from the town’s insurance company that the cost of the fire suppressant system update will be covered.

**Correspondence**
None at this time.

**Old Business:**

1) Ms. Lebl distributed copies of the proposed Treasurer job description for all members of the Board to review. It states:

The TREASURER shall be responsible for all financial matters pertaining to the Board. S/he shall serve as the Board’s primary liaison with the Town’s fiscal officer. The Treasurer will also review budgets for fundraising events and review the results of the fundraising effort, for final review and approval by the Board.

**Motion** was made by Ms. Gallagher to approve the Treasurer job description as presented. Seconded by Ms. Grayson. **Vote:** 5-yes, 0-No. Motion carried.
2) Election of Board Secretary
   **Motion** was made by Ms. Lebl to nominate Ms. Linda Grayson as Secretary of the Woodbury Library Board of Trustees. **Vote:** 5-yes, 0-No. Motion carried.

3) Discussion on the survey sub-committee was held. Ms. Grayson distributed a statement of purpose pertaining to the survey for all members of the Board to review, which includes a mission statement, goals and critical success factors pertaining to the survey. Ms. Grayson stated that she has designed a set of questions for the survey and will distribute these to the Board for review. Discussion will continue on this matter at the next regularly scheduled meeting.

4) Discussion was held on the Town Charter Proposal. Mr. Madsen brought discussion of a proposal to add one member and two alternates to the Woodbury Library Board of Trustees. A letter stating this proposal will need to be sent to the Charter Revision Committee on behalf of the Woodbury Library Board of Trustees. Discussion was held on how unaffiliated voters get appointed to town committees. The Board will continue to review this matter.

   **Motion** was made by Ms. Lebl that the Chairman of the Woodbury Public Library Board of Trustees send a letter to the Charter Revision Committee to propose an addition of one permanent member and two alternates be added to the Woodbury Library Board of Trustees. Seconded by Ms. Potter. **Vote:** 5-yes, 0-no. Motion carried.

5) All members of the Board received a copy of the letter from the First Selectman in regard to the RFQ for the survey. Ms. Lebl asked that both the original letter and the response letter be placed on file in the Town Clerks Office.

**New Business:**
No new business at this time.

**Adjournment:**
**Motion** was made by Ms. Lebl to adjourn the meeting of the Woodbury Public Library Board of Trustees at 9:00 p.m. Seconded by Ms. Herbstritt. **Vote:** All in favor. Motion carried.

Filed subject to approval
Respectfully Submitted

Gina Del Vento
Clerk

RECEIVED & FILED
IN WOODBURY, CT

This day of , 20__

Town Clerk
Dear Mr. Butterly:

As requested, below is a draft text for the Request for Qualification (RFQ) for a topological survey of the site between the municipal office complex and Orenaug Park:

The Library Board of Trustees is considering the construction of a new library on town property located between Orenaug Park and the municipal buildings containing the current library. As a first step, the Town of Woodbury is issuing an RFQ for a topographical survey of the entire site located between the access road to the Senior Community Center and Orenaug Park. The survey should include all the town property in Lots 82 and 73A that is east of the access road.

The survey should be prepared by a Connecticut Licensed Land Surveyor and should meet the standards for a Class T-2 Topographic Survey as defined in the Minimum Standards for Surveys and Maps in the State of Connecticut. Contour interval shall be 2 feet with spot elevations on flat areas. Datum for contours shall be Mean Sea Level based on available CGS data. A minimum of one Benchmark shall be shown on the survey.

All trees over 12 inches in diameter shall be shown as well as stone walls, evidence of former buildings, retaining walls and any other visible improvements. The survey shall also show property lines, easements, utilities and zoning setback lines affecting the survey area, which shall be surveyed to the standards of a Class A-2 Perimeter Survey.

There will be a mandatory meeting for all those interested in responding to this RFQ on ______________.

At the suggestion of Curt Smith, I am also enclosing a rough sketch of the survey area.
The Secretary of the Library Board will be our point of contact for the RFQ. We would like the RFQ to be issued as soon as possible in February 2014, and to run for three weeks. We defer to you for scheduling the mandatory meeting.

Thank you in advance for helping us with this project.

Sincerely yours,

Chair

Attachment
Sketch of survey area
Proposed Library Site

Access Road

Lot 1 82

Lot 78 A

Senior Center
MEMORANDUM

Date: March 7, 2014

To: Ms. Jane Gallagher, Woodbury Library Board Chairman

From: William J. Butterly, Jr.
First Selectman

Subject: requested RFQ

The Library Board recently sent the First Selectman's office a letter in which they asked that a RFQ be placed for a topographical survey on the land east of the parking area at the Senior Center for the purposes of consideration for a future library site. I am afraid that we cannot go along with that request at this time.

In speaking with Charles Bartlett and others, I have learned that the drainage pipe systems for this hill are already at capacity. One branch of the piping apparently goes down Mt. Road to the river and another comes down the main driveway area to connect to other storm sewer lines. Charles believes that changing the permeable soils that exists there with a roof covering a 23,000 sq. ft. building along with a non-permeable adjoining parking area would create problems. Furthermore, I am concerned about parking conditions if both the library and the Senior Center were holding simultaneous events—an invitation to yet another set of problems.

For these reasons, I would encourage you to look elsewhere for your future needs. I have suggested a couple of places to start and I stand ready to help in any way I can.

Thank you for your cooperation in this matter.

jk