

WILLINGTON PUBLIC LIBRARY  
7 RUBY ROAD  
WILLINGTON, CT 06279  
429-3854

Library Board of Directors Meeting Minutes

December 8, 2009

Present: Nancy Bailey, Suzanne Chapman, Roby Passardi, Paula Enderle,  
Dorothy Drobney, Katherine Kalagher-Ryan  
Absent: Shirley Ernst

Meeting called to order at 7:04 p.m.

APPROVAL OF MINUTES

Suzanne Chapman made a motion to approve the November 10, 2009 meeting minutes amending that Shirley Ernst resigned from the meeting to Shirley Ernst excused herself from the meeting

Paula Enderle seconded.

All in Favor

Motion Passes

Nancy Bailey made a motion to amend the agenda of December 8, 2009 to include adding under New Business that we will also be electing a Treasurer.

Dorothy Drobney Seconded

All in Favor

Motion Passes

TREASURER'S REPORT

Suzanne Chapman presented the Treasurers Report - Reviewed and Discussed  
Amendments made to the account description sheet will be typed and reviewed at next meeting.

Dorothy Drobney made a motion to accept the Treasurers report

Katherine Kalagher-Ryan Seconded

All in Favor

Motion Passes

## COMMUNICATIONS

Sue Schur of the Willington Historical Society sent a letter requesting a letter of support from the board in reference to a grant for the Daniel Glazer Tavern project.

Dorothy Drobney to type a letter and email to Roby for placement on Letterhead and to be signed by Paula Enderle.

## DIRECTOR'S REPORT

Roby Passardi presented the Director's Report - Reviewed and Discussed

Grant - Roby discussed a grant the library is pursuing regarding patrons with disabilities.

## OLD BUSINESS

1) Review financial planning

Final draft of Investment Policy was reviewed and discussed

2) Staff evaluations

Reviewed new form for staff evaluations

## NEW BUSINESS

1) Elect Chair, Vice-Chair, Secretary and Treasurer

Discussion about Board positions

Dorothy Drobney made a motion to elect the following slate of officers for the Library Board of Directors

Paula Enderle - Chair

Shirley Ernst - Vice-Chair

Nancy Bailey - Secretary

Suzanne Chapman - Treasurer

Katherine Kalagher-Ryan Seconded

All in favor

Motion passes

2) 2010 Regular meeting Schedule

Suzanne Chapman made a motion to adopt the Library Board Meeting Calendar as presented.

Dorothy Drobney Seconded

All in favor

Motion passes

### 3) Community Room Policy

Reviewed and Discussed current Community Room user Agreement form

- Add area code with phone number on user agreement
- Discussion about user agreement and key usage -revisions made will be reviewed next meeting on updated form

### BOARD CONCERNS

Library Assistant II - Suzanne Chapman made a motion that per letter of agreement with Debra Linares (Library Assistant II) as a result of completing a six-month evaluation receive retro-active to Nov 1, 2009 a 0.50 per hour increase.

Dorothy Drobney Seconded

All in Favor

Motion Passes

Next Regular Meeting - January 12, 2010 @ 6:30 p.m.

Paula Enderle made a motion to adjourn at 8:45 p.m.

Dorothy Drobney Seconded

All in favor

Motion Passes

Respectfully Submitted,

*Nancy Bailey, Secretary*

*LIBRARY BOARD OF DIRECTORS*

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BOARD OF DIRECTORS

MONTHLY MEETING SCHEDULE FOR 2010

The Library Board of Directors meets the 2<sup>nd</sup> Tuesday of each month, with the exception of July & August. Meetings are held at the Willington Public Library. The meetings are at 7:00 p.m. except where noted.

JANUARY 12, 2010 - 6:30 P.M.

JUNE 8, 2010

FEBRUARY 9, 2010 - 6:30 P.M.

SEPTEMBER 10, 2010

MARCH 9, 2010 - 6:30 P.M.

OCTOBER 12, 2010

APRIL 13, 2010

NOVEMBER 9, 2010

MAY 11, 2010

DECEMBER 14, 2010