

**Plainville Public Library
Board of Trustees
Minutes
Regular Meeting
May 14, 2019**

LOCATION: PLAINVILLE PUBLIC LIBRARY

CALL TO ORDER: 7:00 pm

PRESENT: Pat Fongemie, Rebecca Ireland, Nancy O'Toole, Ken Laska

STAFF: Trish Tomlinson (Library Director)

ABSENT: Jay Steeves, Julia Underwood, Rosemary Morante (Town Council Liaison)

I. MINUTES

A motion was made by: R. Ireland to accept minutes from last meeting.

Seconded by: N. O'Toole

All in favor: 4 to 0. Minutes approved.

II. FINANCIAL REPORT

A motion was made by: P. Fongemie

Seconded by: R. Ireland

All in favor: 4 to 0. Motion passed.

III. STATISTICAL REPORT

Statistics were up in April, likely due to excessive rain keeping folks inside.

A motion was made by: P. Fongemie

Seconded by: N. O'Toole

All in favor: 4 to 0. Motion passed.

IV. DIRECTOR'S REPORT

- a. Trust Funds Transfer Update: Trish thanked Ken Laska for his counsel on transferring the Calor Fund from Wells Fargo to RBC. All funds except Calor have been moved from YHB to RBC. Randy Peteros, the Library Trust Fund investment advisor, said we do not need to appoint a Corporate Trustee to oversee the Calor Fund, and instead can name the Library Board as trustees. Pat F. and Ken L. commented that could be problematic, since Board members can change over time, and individuals serving on the Board would not want to be held liable.
- b. Staff Changes: Trish stated that Alex Klaus, new Head of Youth Services, will start the day after Memorial Day. Diana Rudzinski has left her position as part-time Reference Librarian to return to full-time retirement. Trish hired volunteer Celestia Simmons as the new part-time Reference Librarian. Celestia is a retired MLS.

- c. Staff In-Service Day: Trish proposed the idea of a yearly staff in-service day, when the Library would be closed to the public, so staff can participate in all-day workshops on-site. Trish will check with Shirley to gather more information.
- d. Social Worker Grant: Trish reported that the Hospital of Central CT will be hiring and managing the social worker who will be serving Plainville, New Britain and Berlin as part of this grant project. Trish & the other Library Directors have a meeting with the team from the Hospital next Friday to review logistics and nail down a start date.
- e. Marketing Update: Trish reported that Adult staff is overhauling our marketing approach. A uniform design for all flyers has been created. Brochures are being re-designed for a cleaner look. Social media and e-mail blasts are being used more frequently. The TV by the front entrance now scrolls all program & services information. Ken L. asked how we may piggyback onto mailings sent out by the BOE and/or the Town. Trish will investigate. Ken L. suggested a Grandparents & Grandkids program. Trish will discuss with the new Head of Youth Services.
- f. Outreach and Services Update: Trish reported that the monthly library series at the Senior Center continues to do well. A similar series is planned at the Y starting on Thursday. Trish stated she still needs to get in with the Chamber and the Rotary. Trish said she had a great meeting with all the nonprofit groups in town; this month's meeting was held at For Goodness Sake.

V. ADJOURNMENT

Motion to adjourn by: R. Ireland

Seconded by: N. O'Toole

All in favor: 4 to 0. Motion passed. Meeting adjourned at 7:48 pm.

Respectfully Submitted By:

Donna Hart, Recording Secretary

The next regularly scheduled meeting of the Board of Trustees of the Plainville Public Library is scheduled for Tuesday, June 11th at 7 pm in the Plainville Public Library's Trustees Room.