

**Plainville Public Library  
Board of Trustees  
Regular Meeting Minutes  
October 8, 2019**

**LOCATION: PLAINVILLE PUBLIC LIBRARY**  
**CALL TO ORDER: 7:00 PM**

**PRESENT:** Pat Fongemie, Rebecca Ireland, Nancy O'Toole, Ken Laska,  
Rosemary Morante (Town Council Liaison)

**STAFF:** Trish Tomlinson (Library Director)

**ABSENT:** Julia Underwood

**I. MINUTES**

Edits noted and amended: No edits

Motion was made by: J. Steeves to accept the meeting minutes from last meeting.

Seconded: R. Ireland

All in favor: 4 to 0. Minutes approved

**II. FINANCIAL REPORT**

Discussion:

- T. Tomlinson stated that a donation of \$600.00 from the Plainville Lions Club was charged as an expense to the Gifts to the Library line item for the purchase of large print books.
- T. Tomlinson said that it will be confirmed with Accounting where this money was applied.

Discussion will be continued.

Motion was made by: K. Laska to accept the Financial Report

Seconded: R. Ireland

All in favor: 4 to 0. Financial Report approved.

**III. STATISTICAL REPORT**

Discussion:

- T. Tomlinson supplied statistics for September 2019, as well as September 2018 for a comparison.

Motion was made by: No motion made.

**IV. DIRECTOR'S REPORT**

Friends

- Friends Book Sale made \$1,200.
- T. Tomlinson discussed a raffle for a future fundraising idea.

Discussion:

- State of CT requires filling of paperwork for raffles.

- T. Tomlinson will contact the Historical Society or Senior Center for advice as it does many raffles.
- K. Laska said that a raffle should be the responsibility of the Friends and that the library should not be involved.

#### Youth Services

- Annie MacPherson has been hired as the new part-time Youth Services Assistant. She has worked in the New Britain and Berlin Libraries and is applying for a Master's in Library Studies (MLS). She brings much enthusiasm to this position.

#### Programs

- The Friends of the Library group is graciously sponsoring all paid programs and supplies for the remainder of the year.
- T. Tomlinson discussed upcoming programs that are scheduled including Crafts, Couponing 102, Screening of *Alice's Ordinary People*, Holiday Piano Performance, Hygge Program, CBD Presentation, and Irish music in March 2020.

#### Building

- T. Tomlinson said that an exploratory meeting will be scheduled in November with a digital sign company. Any recommendations are required to go before Town Council.

#### Upcoming

- T. Tomlinson wants to update the Library Policies and Procedures and suggested that one be discussed each month beginning in November.
- K. Laska suggested that the entire manual be discussed as a whole, and that T. Tomlinson compose a draft and show it to the Board members.

P. Fongemie thanked N. O'Toole for her time spent as a Board member. Tonight was Nancy's final meeting.

### **V. ADJOURNMENT**

A motion to adjourn was made by: K. Laska.

Seconded by: R. Ireland

All in Favor 4 to 0 Motion passed. Meeting adjourned at 8:00 pm.

Respectfully submitted,

*Dawn Guite*

Dawn Guite  
Recording Secretary

*The next regularly scheduled meeting of the Board of Trustees for Plainville Public Library is scheduled for Tuesday, November 12<sup>th</sup> at 7:00 pm in the Plainville Public Library's Trustees' Room.*