

**Plainville Public Library  
Board of Trustees  
Regular Meeting Minutes  
September 10, 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:** Jay Steeves, Julia Underwood

**I. MINUTES**

Edits noted and amended: No edits.

Motion made by: N. O'Toole to accept minutes from last meeting.

Seconded by: K. Laska

All in favor: 4 to 0. Minutes approved.

**II. FINANCIAL REPORT**

Discussion: T. Tomlinson reported normal activity.

Motion made by: No motion made.

Seconded by:

All in favor:

**III. STATISTICAL REPORT**

Discussion:

- T. Tomlinson supplied statistics for June, July and August, as well as fiscal year end comparisons of FY19 v. FY18.
- T. Tomlinson outlined pricing models of e-content for libraries.
- T. Tomlinson introduced a monthly goals framework for staff to better understand how statistical data informs our work.

Motion made by: No motion made.

Seconded by:

All in favor:

**IV. DIRECTORS REPORT**

Calor Fund Transfer:

- Board agreed to convene annual meeting with RBC investment advisors to occur every October, excluding this October 2019.

- T. Tomlinson reported that Town Attorney is preparing to file with probate court to transfer fund management from Wells Fargo to RBC.
- Board approval was sought to accept revised Invest Policy Statement (IPS) drafted by RBC.

A motion was made by: K. Laska to accept revised IPS.

Seconded by: R. Ireland

All in favor: 4 to 0. Motion passed.

Youth Services: Interview candidates chosen for new part-time Youth Services Assistant. Interviews scheduled for Friday 9/13.

Programs:

- T. Tomlinson highlighted work of Adult Services Assistant K. Steer and Assistant Director K. Burgess in their program planning for September, October, and November. Moving forward, adult services programming will be planned out three months in advance.
- The Friends of the Library group is graciously sponsoring all paid programmers and program supplies throughout the year.
- T. Tomlinson is continuing to offer “Learn A Library Database” presentations monthly at the Senior Center. She is also offering these same sessions one Saturday morning and one Wednesday afternoon per month at the Library. She plans to approach the YMCA about presenting there on a monthly basis as well.
- Starting this winter, T. Tomlinson will organize a monthly non-fiction book discussion group at the Library.

Marketing:

- T. Tomlinson highlighted work of Adult Services Assistant K. Steer and Assistant Director K. Burgess in producing a seasonal adult programs brochure to mimic the format used for youth services seasonal programs brochures.
- Publicity production timing & format has been streamlined.
- Board tasked T. Tomlinson with exploring vendors & pricing for “digital bulletin board” like the one outside the high school.

Building:

- Board agreed to schedule annual furniture cleaning.
- T. Tomlinson presented ideas for space reorganization to provide additional meeting room space and a potential relocation of her office. Board asked T. Tomlinson to investigate furnishing options and pricing.

**V. ADJOURNMENT:**

A motion to adjourn was made by: R. Ireland

Seconded by: N. O'Toole

All in favor: 4 to 0. Motion passed. Meeting adjourned at 7:50 pm.

Respectfully submitted by:

Donna Hart, Recording Secretary

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