

**Plainville Public Library  
Board of Trustees  
Regular Meeting Minutes  
January 9, 2024**

**APPROVED**

**CALL TO ORDER: 6:00 P.M.**

**PRESENT:** Pat Fongemie, Rebecca Ireland, Joyce Goldberg, Julia Underwood, and Dan Ciesielski; Rosemary Morante, Town Council Liaison

**ABSENT:** Barbara Davison

**STAFF:** Trish Tomlinson, Library Director

**1. Public Comment**

There was no public comment.

**2. Request for Additional Agenda Items**

Dan Ciesielski presented topics and questions about civil liability for municipalities; nomination of board secretary and treasurer, plus their responsibilities; and a request for library partnership or leadership in a town Flag Day program.

Dan Ciesielski asked that Library Board meeting packets be emailed more than 48 hours before the meeting to give ample time for review. Trish replied that she usually only finds time to do the packets the weekend before the Tuesday meeting, but she will do her best to accommodate this request.

Motion was made by: Pat Fongemie motioned to table discussions until the next meeting.

Seconded: Julia Underwood

All in favor: 5 to 0.

**3. Review & Approval of Previous Meeting Minutes**

Motion was made by: Rebecca Ireland motioned to approve minutes for December 12, 2023 as presented. There was one abstention.

Seconded: Julia Underwood

All in favor: 5 to 0.

## **5. Financial Report**

### Discussion:

Trish Tomlinson explained that all invoices are reconciled against the town ledger for accurate bookkeeping.

## **6. Statistical Report**

Statistics show an increase in cardholders this month. Trish pointed out an increase in circulation in both Juvenile and Young Adult materials over the last three months.

## **7. Department Reports**

### **a. Adult Services and Youth Services**

For December 2023 there were 7 adult programs with 139 participants. Kari Burgess lead the Culinary Creations program and conducted interviews with Trish Tomlinson for the Part-time Circulation Associate position. January displays have been coordinated by Xavier Maldonado Morales, Kari Burgess, and Katie Kukiolczynski.

For December 2023 Youth Services programs, participation numbers have been good for all programs. Outreach opportunities have been extended to all preschools, kindergartens, and fourth grade classes in Plainville. A third Nintendo Switch game was added due to popularity. In addition, six games were added bringing total to twenty-four.

## **8. Director's Report**

### **a. Staff changes**

Xavier Maldonado Morales has been promoted to circulation supervisor. He will begin this position on January 10, 2024.

Abigail Simard was hired as a part-time circulation associate to replace Susan Mansfield. She is finishing her last semester towards earning her MLIS degree.

Shianne Poynton has resigned as Head of Youth Services. Her last day is Friday, January 19<sup>th</sup>. Position will be posted.

The response to job openings by qualified candidates for part-time adult services librarian and part-time youth services librarian have been

disappointing. Deadline for applications for both positions have been extended.

b. Bird egg transfer agreement revised draft: discussion and possible vote

Bird egg transfer agreement revised draft was reviewed by the Town Attorney.

Comments as follows: YPM is accepting said egg specimens and associated archives/documentation “as is” without any reliance on any and all representations made by PPL, or on its behalf, orally and/or in writing, by anyone and PPL will have sole discretion to decide how and/or whether to use any eggs returned by YPM pursuant to this agreement in an exhibit of bird eggs for the public.

Duplicate eggs will be returned to Plainville Public Library in a climate-controlled, museum quality display case.

Rosemary Morante will stress at the Town Council meeting that duplicate eggs will be coming back to the library.

Upon Board approval of the agreement, Trish will meet with representatives from Yale to get the document signed and notarized. The Yale team will then arrange with Trish for the physical transfer of the collection.

Motion made by: Pat Fongemie to approve the final draft of the transfer agreement.

Seconded: Rebecca Ireland.

All in favor: 5-0.

c. Security cameras: policy draft update

There has been no activity. Policy draft update will be discussed during the February 2024 meeting.

d. Strategic planning cohort update

Cohort is represented by Trish Tomlinson, Joyce Goldberg, Jennifer Minchella and Kari Burgess. In-house committee meetings will be held once a week from January – May 15, 2024. All members of the cohort (seven library teams) meet in -person for three hours once a month. Strategic plan will be voted on by the Library Board after May 15, 2024.

e. Four-day work week proposal update

Trish Tomlinson revised the four-day work week proposal to meet the requests of the Assistant Town Manager. This model has all full-time staff except Trish off on Fridays, while she will be off on Mondays. Part-time staff works on Fridays as usual. Trish is awaiting feedback and approval from the Town Manager's office.

f. FY25 budget draft: Review and VOTE REQUIRED

Trish reviewed the draft budget for FY25.

Motion made by: Joyce Goldberg to accept the FY25 Budget as presented.

Seconded: Rebecca Ireland.

All in favor: 5-0.

**9. Adjournment:**

Motion was made by: Julia Underwood to adjourn the meeting at 8:00 pm.

Seconded: Rebecca Ireland

All in favor: 5 to 0.

Respectfully submitted,

***Dawn Guite***

Dawn Guite, Recording Secretary

*The next regularly scheduled meeting of the Board of Trustees for  
Plainville Public Library is on  
**Tuesday, February 13, at 6:00 p.m.** in the Library Trustees Meeting Room.*