

**PLAINVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
Regular Meeting
January 8, 2019**

**PLAINVILLE PUBLIC LIBRARY
7:00 PM**

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

Julia Underwood

STAFF: Trish Tomlinson, Library Director

Rosemary Morante, Town Council Liaison

ABSENT: Jay Steeves

I. ROLL CALL

Jay Steeves was absent.

II. MINUTES

A motion was made by: J. Underwood to approve the December Meeting Minutes with one change. It should read Ken Laska was absent.

Seconded by: N. O'Toole

All in Favor 5 to 0

Minutes approved with change

II. FINANCIAL REPORT

Trish went over the Financial Report.

A motion was made by: R. Ireland to accept the financial report.

Seconded by: N. O'Toole

All in Favor 5 to 0

Motion Passes

III. STATISTICAL REPORT

Trish went over the Statistical Report. Physical circulation keeps going down but digital circulation keeps going up. Discussion on E Content. Trish to get more details on E content. To be discussed more at next meeting.

Trish reported that the computers have been updated.

IV. OLD BUSINESS

- A. Security status update –Trish looked into a system that would cost about \$4,000. She would like to discuss it first with Robert Lee and the Police Chief. It would have to go into a Capital Expense. The committee decided to make Security the main topic to discuss next month.

V. NEW BUSINESS

- A. Budget – Trish went over the proposed budget line, by line.
- Full time – Trish put in the 2 percent standard increases for full time.
 - Trish talked about making the Reference Assistant a full-time higher-level position. This position would help to coordinate and schedule more adult programs and learning about the databases. Trish would need to talk to the Union about adding the position.
 - Trish needs another Youth Services Library at an MLS Level. It would be a 12-hour position. Some of Jessica's time from Children's can be allocated to help with the website and flyers if this person can be added.
 - Substitutes need to fill in when people are out on vacation. Trish has money in the budget for this.
 - Trish moved money from full time to part time to adjust budget.
 - The committee asked if operating supplies should be itemized. Trish to check and see if it has been done in previous years.
 - Periodical and newspapers went down. Trish removed the newspapers and magazines that were not circulated. Ken asked about the books and magazines that were read in the library. The committee agrees that residents do come to the library to read magazines or newspapers but do not check them out.
 - Non-print media including downloadable books and music cds and audio increased. Music cds are not being checked out as much as the downloadable books.
 - Gifts – The committee talked about gifts to the library.

- Training for staff – The committee talked about the current staff and if they are attending trainings.
- Other contractual services - included Lynda.com – Discussion. Trish will be doing a training at the Senior Center. Trish took money out of equipment to offset the cost.
- Trish explained that her budget did not increase any money. The only increase she put in was the 2 percent for full time salaries. She just reallocated funds where they were needed. Trish will discuss the proposed budget with Robert Lee and The Town Council.

A motion was made by: R. Ireland to approve the proposed budget as presented.

Seconded by: J. Underwood

All in Favor 5 to 0

Motion Passes

VI. ADJOURNMENT

Motion to adjourn by: J. Underwood

Seconded by: N. O'Toole

All in Favor 5 to 0

Motion Passes, meeting adjourned at 8:12 pm

Respectfully Submitted,

Jennifer Dahlstrom

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Recording Secretary