

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
28 North Main Street
Tuesday, Oct. 11, 2016 4:30 PM

Approved Minutes

Attending: Dan DeSanto, Harriet Grenier, Mary Kasamatsu, Deb Fowler, Recreation Director, and Bill Shepeluk, Town Manager

1. Call meeting to order: 4:30
2. Change/adoption of agenda: Discussion with Deb Fowler from the Recreation Department at the beginning of the meeting.
3. Approve September minutes: Dan moved to approve minutes as amended, Harriet seconded. Motion carried.
4. Treasurer's Report: Harriet & Alice sent request in Jan 2016 asking for people to pay 2016 pledge. Have letters ready to be sent for final pledges due Feb, 2017 – around \$76,000. May need to carry some of the money owed the town into January.
5. Library Director's Report: Update on happenings, etc.
6. Town Manager's Report: Report on budget to date. Bill suggests a review of the janitorial service possibly to change to 2 days per day instead of 3, except in the winter. Broken window in SAL room door. New GAP standards - the auditor this year thinks there are too many funds in the town and would like the library to be part of the general fund. Would have to have the board designate one of the members of the library to sign warrant orders in order to keep the library a separate fund. Question about the Trust Fund and should it be on the balance sheet. Bill working on the legal issues around this and will report back to us.
 - a. 2017 Duxbury payment issue for library use. Have paid \$3000 in past years. (There now are 460 Duxbury card holders.) Should we tell them to pay up or ask them to tell the Duxbury people to pay the normal \$10 fee for non-Waterbury residents. Bill thinks this is very unlikely, suggest we ask for some amount above the \$3000.
7. Policy Reviews (sent by Mary last time): Discussion of library policies, with language changes to some of them. Mary will make changes and send to the commissioners.
8. Other Business:
 - A. Deb Fowler, the Town's Recreation Director, and Mary would like to explore a Rec-Library collaboration, plus a minor tweak in the SAL Room rental agreement.

Discussion of some of the possible programs that the library and the Rec Department could offer. Deb is interested in starting a Young Rembrandts Art program to be held at the library (fee would be \$120 for week program, ½ day). Would like to have us wave the room rental fee for offering this program at the library.

Harriet moved to amend the policy for the SAL room rental fee to be exempt for collaborations for events offered by the Rec Department, seconded by Dan. Motion carried. Dan moved to strike the "Open to the Public" language in the agreement, Harriet seconded. Motion carried.
 - B. Alice suggests that the commissioners send a short letter to the paper thanking the gardeners and the Rotary volunteers for all their time and effort so the town will

know that we get tremendous benefits from the many volunteers who do so much to make our community a beautiful place to call home, to be done by Harriet.

C. Discussion of how staff evaluations are done at the library – are there annual evaluations of the staff? Discussion to be moved to next meeting.

D. Municipal committee survey & evaluation - to be returned to Don Schneider by Nov 1.

9. Adjournment

Next Meeting – Tuesday, November 15, 2016. After this, meetings back to the second Monday of the month.

Items for next meeting agenda:

Draft letter to Duxbury regarding tax amount.

Review and discuss evaluation process – start process of job descriptions.