

APPROVED
Library Commissioners Meeting
Waterbury Public Library
Monday, March 13, 2017
4:30 PM

Present: Dan DeSanto, Alice Durkin, Harriet Grenier, Christine Wulff, Mary Kasamatsu

1. Voted our slate of Officers:

Dan DeSanto, Chair
Alice Durkin, Treasurer
Harriet Grenier, Secretary.

2. Approved minutes for February 14, 2017. Mary will send these approved minutes to the Town Clerk.

3. Town Manager's Report. The Town's accountant has requested that the monthly reports on the Library Trust Fund, Managed by Morgan Stanley, be included in the Town's financial statement. The Manager, Bill Shepeluk, sent an email reviewing the status of the Trust Fund, which by State Statute is controlled by the Library's elected Commissioners. The Library is a Municipal Library, so the assets need to appear in the Town's financial statement.

This does not require that we pay \$15 extra to have a second report sent to the Town. Once the report is received at the Library, it can be copied for the Town's benefit. Alice will check in with Morgan Stanley to request only one copy of the report be sent each month.

4. Treasurer's Report.-Discussion continued about the best practice to adjust our formula for sharing the Capital Gains generated by the Trust Fund. Our current formula is that the first 5% is for the library. The next 3% is given to the Town. Any gains above this 8% in a given year is shared, 60% Library, 20% Town. The money given to the Town is used to reduce the Library budget supported by taxes. We would like to keep the donation to the Town the same but set aside a portion of the Library's share to make it available to the Library Director. This would be used to support the large contingent of computers and technology now available in the Library or other areas as requested by the Library Director. Alice will write a proposal for discussion at our April meeting.

Furnishings for the Library-Window shades are needed on the West and South sides of the building. Mary has obtained a quote of shades and installation from a local company, The Recovery Room, for \$5,908.44. This is comparable to the price if ordered on line and hiring a company to install them. The cost for constructing chair rails and hooks for art displays in several areas of the library is estimated at \$2,000.

These items are continuations of furnishing the library and would be paid out of the Capital Campaign account.

The Library Commissioners voted to pay for these two items from the Capital Campaign contingent on approval of the Friends of the Library.

5. Non-Resident fee for library cards. A \$10 yearly is charged for non-residents library card for adults. Children 18 yrs and younger are not charged for their library cards.

Duxbury voted at this year's Town meeting to stop paying a donation to the library and have their residents pay for their library cards. They will reimburse their residents when they take their receipt to the Town Clerk. We have asked for a formal letter from the Duxbury Town clerk, so that it can be shown to Duxbury residents at the library.

Dan is also preparing a letter to sent to all Duxbury residents to be pro-active on this matter.

Because the Town of Duxbury is no longer paying a stipend to the Waterbury Library budget the Library Commissioners voted that Duxbury status on any library policies be changed to non-resident regarding usage and fees for room rentals, etc.

The Town of Bolton voted to stop reimbursing their residents for their library cards. The \$10 fee will be the sole responsibility for Bolton residents.

The Commissioners voted to start issuing library cards for those coming to the library to use the computers. Waterbury residents will receive them for free and non-residents pay a yearly \$10.

6. Staff Evaluations-reviewed job descriptions and evaluation questions prepared by Mary. The Library Commissioners noted that the job descriptions were well done. They asked the Library Director to add two questions:

- a. related to evaluating the staff person's meeting the specifications of their job description.
- b. a self assessment question

7. Privacy Training will be held at the library on April 6th at 1:00 PM. Commissioners are encourage to join the staff. Dan has prepared guide lines for library personnel and it has been reviewed by the Town Attorney.

8. Meeting adjourned at 6:10 PM

Next Meeting, Monday, April 10, 2017, 4:30 PM

Respectfully Submitted,
Harriet Grenier, Secretary