

**Library Commissioners Meeting  
Waterbury Public Library  
Monday, May 8, 2017  
4:30 PM**

Present: Dan DeSanto, Alice Durkin, Harriet Grenier, Roy Lloyd, Christine Wulff, Mary Kasamatsu, Bill Shepeluk

1. Agenda and minutes of April 10, 2017 approved
2. Treasurer's Report-The Trust Fund made financial growth over the past month. Discussion ensued regarding changing the formula for distribution of the annual gain produced by the Trust Fund. Manager, Bill Shepeluk, indicated that any funds used to enhance the library functions should be reflected in the library budget, by recording the amount in Fund 14 as donations and when purchases are made transferring that amount into the Purchase by Donation line item in the library budget. This makes all transactions transparent for the general public's information.

The distribution of gains from the Trust Fund will be as follows:  
Near the end of the fiscal year when the amount of gain is realized and the library budget is being prepared: The annual gain in funds from the Trust Fund up to 5% will be divided 50/50 with the first half remaining in the Trust to promote growth and the second half transferred into Fund 13, the Library General Fund. Any gain above 5% growth will be divided into thirds: 1/3 stay with Trust Fund, 1/3 to Fund 13 Library General Fund, and 1/3 to Fund 14 for purchase by donation items requested by the Library Director.

Motion to approve made by R. Lloyd, seconded by D. DeSanto, unanimously approved.

3. The Manager's Report: Bill distributed the library budget and answered general questions. The budget is on target for this time of year. 77 non-resident fees have been collected for library cards to date.
4. The small meeting rooms on the second floor of the library are very popular. Mary, Library Director, requested that we add wording to the policy on Meeting Room Use to limit use to three hours by any given party, with extensions of time possible at the discretion of the Library Director.  
Motion made by A. Durkin, seconded by R. Lloyd, motion unanimously approved.
5. Currently, there is no charge for use of the small meeting rooms in the library. At our June meeting we will review this policy and determine if fees should be added for non-residents or non-library card holders.

**Next Meeting, Monday, June 12, 2017, 4:30 PM**

Respectfully Submitted,  
Harriet Grenier, Secretary