

**Library Commissioners Meeting
Waterbury Public Library
Thursday, September 14, 2017
4:30 PM**

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

1. Agenda and minutes of June 12, 2017 approved.
2. The Manager's report shows the library is on track with budget year to date. We have 170 non-residents that have signed up for library cards. Not all of these are Duxbury residents. Mary is able to separate this data and identify Duxbury card holders.
3. Treasurer's Report-The Trust Fund made financial growth over the summer. The daffodil project is moving forward. The daffodil bulbs have arrived and the committee is in the process of distributing bulbs. It is unclear at this point if there will be any left for planting on the library bank. This will be clearer at our October meeting. Community groups planting bulbs will pay Evergreen Gardens directly.
4. Library Director's Report-It was a busy summer at the library. 134 new borrowers were registered. 15,511 total visits 6/1-8/31 averaging 1,200 visits per week. The Friends of the Library held their annual meeting, Linda Siegel, president, Lila Hamel, secretary, and Michelle Baker, treasurer. The NELA Conference is in Vermont this year. This professional development opportunity for the library staff will be funded by 2 grants from the State and the remaining costs funded by Friends of the Library. All staff working 20 hours or more will attend. The Commissioners agreed to closing the library on Monday, October 23rd to enable staff to attend this conference.
5. Library Commissioners-Dan and Mary will get a notice out for recruiting a commissioner to complete Roy Lloyd's term. The notice will ask applicants to send a letter of interest to Dan DeSanto. Harriet's term is up in March of 2018, so we should really look for two commissioners in the applications received. Both will need to get signatures on their petition in January and be on the ballot in March.
6. The remainder of the meeting was used to review our evaluation forms for library director. The new evaluation is a combination of our previous form and an evaluation used by the Dorothy Alling Library. Dan has created a self evaluation for the library director to complete and we revised the forms for the commissioners and a form for the library staff to complete.
7. Other business: A few "housekeeping items" have been completed: The donors list near the circulation desk has been corrected and re-hung. Two leaves on the donor tree mural have been replaced. A book with photos and lists of donors by category, recording all those gifts given in memory or honor of a loved one has been completed and is on display in the library. Alice has sent our Capital Campaign advisor, Christine Graham, a final report of the campaign. All pledges were collected for 100% payment of all promised funds. We are very grateful to all who made this new library a reality.

Next Meeting, Monday, October 2, 2017, 4:30 PM

Respectfully Submitted,
Harriet Grenier, Secretary