

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

Wednesday, October 10, 2018

Present: Dan DeSanto, Shannon DeSantis, Susan Mazza, Michelle Willey, Almy Landauer, Christine Wulff

1. Meeting called to order at 4:30pm
2. Change/adoption of agenda – agenda changed so Michelle Willey could be moved to item 4 so she could speak first and return to work.
3. September, 2018 minutes approved as presented
4. Michelle Willey discussed her position and responsibilities at the library; she is responsible for all children's programming (i.e. baby and preschool story times, after school maker programs, summer programs); ordering and labeling of children's books, magazines, movies, and audio; Michelle gave a tour of Children's area and resources
4. Town Manager's Report – Bill unable to attend; budget status report handed out
5. Treasurer's Report – Alice unable to attend
6. Library Director's Report – Almy highlighted some changes she has instituted including name tags for all staff and volunteers; Judi is researching the possibility of WPL purchasing a telescope through the VT astronomical society; a new substitute was trained and is scheduled to work in November; discussion around how the select board gets information about what is happening at the library, Almy will discuss options with Bill – monthly report vs quarterly presentation at a select board meeting; discussion was had about Waterbury Public Library Policies pertaining to resident vs non-resident cardholders, *item will be on the agenda next month to be discussed further*; Almy would like to hang flyers advertising library events to a more visible place, this will involve moving donor list and plaque, commissioners are fine with this given donor list and plaque are moved to equally visible locations in keeping with spirit of where donation was directed (i.e. a plaque commemorating a donation to Children's books will be relocated within Children's area)
7. Other Business:
 - Documentation and archiving system – Library policies need to be organized into one document with a table of contents; *Dan will compile policies into one digital document and send to all Commissioners to review for November meeting*
8. Meeting Adjourned at 6:16 pm

Next Regular Meeting – Monday, November 12th, 2018 @ 4:30