

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

28 North Main Street

Monday, November 12, 2018 - 4:30 PM

Present: Dan DeSanto, Shannon DeSantis, Susan Mazza, Alice Durkin, Almy Landauer, Jill Chase, Bill Shepeluk, Christine Wulff

1. Meeting called to order
2. Agenda accepted as presented
3. September, 2018 minutes approved
4. Staff visit: Jill Chase presented to Commissioners about her position
5. Town Manager's Report:
 - Budget report reviewed; slightly over budget mainly due to library director retirement/new library director hire; next year's budget will likely be higher as a result of staffing changes and corresponding salary and benefit changes; Almy and Bill will present preliminary budget at December Commissioner's meeting; *Commissioners will vote on proposed budget at January meeting; Dan will attend January Select Board meeting to present/discuss budget.*
6. Treasurer's Report
 - Dan spoke with Lauren Keenan at VT Department of Libraries Statue 22, Section 123 states, "...boards have the responsibility to manage library funds";
 - Additional signers are needed on the Morgan Stanley Fund; *Alice will add the rest of the Commissioner's names as signers to the Fund*
7. Library Director's Report
 - Annual review of staff: Almy will give feedback to staff but not do a full annual review given that she has not been here a full year; likewise, Commissioners will not do a full review of library director but *Almy will complete the self-reflection and goal setting piece of the review*
 - VT Libraries Annual Report needs to be completed; Mary is available to answer questions and/or come in to the library for a few hours if necessary
 - Almy would like to host a Volunteer and Staff appreciation gathering
 - Preliminary budget questions: Almy is wondering about Commissioners Training budget line, she will keep it as is for now; Almy is wondering where/if there is allocation in the budget for furniture

- Judy is still following up on obtaining telescope through VT Astronomical Society
- Almy will attend Select Board meetings quarterly beginning mid to late December

8. Other Business:

- Discussion of defining resident vs. non-resident cardholders. Motion made to change policy for resident cardholder to read, “Membership is free to residents of Waterbury or landowners of Waterbury upon completion of an application and showing proof of residence or land ownership; *Motions seconded and approved unanimously*
- Progress update re: online organizational system for commissioner documents; Google account created to archive documents going forward
- Progress update re: condensing policy documents into one document; Dan is working on condensing separate policies into one master policy document

8. Adjournment

Next Regular Meeting – Monday, December 10th, 2018 @ 4:30pm