

# WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING

28 North Main Street

Monday, May 13, 2019 - 5:00 PM

Present: Dan DeSanto, Shannon DeSantis, Susan Mazza, Curtis Ostler, Almy Landauer, William Shepeluk, Christine Wulff

1. Meeting called to order
2. Agenda adopted as presented
3. April 2019 minutes approved as presented
4. Motion made to enter into executive session at 5:04 to discuss personnel matter; executive session ended at 5:08
5. Town Manager's Report:
  - budget through April was reviewed; budget line for part-time pay is overbudget due to increased use of substitutes when employees have been absent during the first half of the year.
6. Treasurer's Report:
  - Susan working to get a representative from Morgan Stanley to come and speak to Commissioners about trust accounts
  - Remaining commissioners should stop in to VSECU to add signatures to that account
  - Morgan Stanley account also needs new names
7. Library Director's Report:
  - Funds for garden maintenance: funds (\$650) will come from Capital Campaign funds as approved by Friends with support from Commissioners
  - Funds for new words on rocks: funds (\$350) will come from Capital Campaign funds as approved by Friends with support from Commissioners
  - Paying for job ads: funds will come from office supply budget
  - VLA conference day: library will be open 2-8pm on May 22

- ARSL conference: many staff will be attending the conference; staffing and hours will have to be adjusted during conference September 4-7; Almy will draft a plan and forward to Commissioners to review ahead of June meeting
- NQID: the library will not participate in this year's parade
- Emergency Response Plan: Almy raised the idea of developing an emergency response plan for the library; after discussion it was determined that it may make sense to develop a plan for the whole municipal building; Almy will look into this and discuss further with Bill Shepeluk
- Job description for new position: motion made and approved to accept the revised job description
- Unattended Child Policy: Second draft was reviewed; further revisions were made; Almy will make new changes and forward to Commissioners for review at June meeting

#### 8. Other Business

- Commissioners would like to show appreciation to staff; Almy will discuss with staff at staff meeting

#### 9. Meeting adjourned at 6:43pm

Next Regular Meeting – Monday, June 10th, 2019 @ 5:00