

# WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

28 North Main Street

Monday, March 11, 2019

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

1. Meeting called to order at 5:10pm
2. Agenda adopted - voting on funds to pay for blinds added to agenda; agenda adopted unanimously
3. February 2019 minutes – February 2019 minutes amended to reflect that Judi works 22 hours per week as program facilitator and an additional 2 hours at the front desk for a total of 24 hours per week; February 2019 minutes approved as amended
4. Election of Library Commission Officers – the following slate of officers was unanimously approved:
  - Dan DeSanto – Chair
  - Susan Mazza – Treasurer
  - Christine Wulff - Secretary
5. Welcome to Curtis – Curtis Ostler was elected Library Commissioner at 2019 Town Meeting; Currently at Vermont Tech as Associate Dean of Development and Alumni Relations
6. Staff Visit: Deb Olson – works 20 hours a week as circulation assistant; Deb explained the various aspects of her role as circulation assistant: greeting patrons; assisting with various patron needs; managing/repairing/cleaning books/dvds/audio materials/etc; managing meeting rooms; assisting and supervising computer/printer/copier use; special projects such as generating ideas for collection development, program brainstorming, 2<sup>nd</sup> floor ‘highlight’ table;
7. Treasurer’s Report – Susan planning to meet with Morgan Stanley to discuss annual transfer to town; *Commissioners need to be added as signers to VSECU accounts*
8. Town Manager's Report – Bill reviewed budget that was approved at Town Meeting; provided overview of library funding for new commissioner
9. Library Director's Report

1. Library Bill of Rights from ALA recently updated; *a motion was made to update Waterbury Public Library to reflect ALA updates; motion was passed unanimously*
2. Discussion around what to do if there is one staff person in Library under certain rare circumstances (i.e. snowstorm or illness). *Dan will draft language around having two people in library and procedure to follow if that is not possible and add to future agenda*
3. Discussion around child left after hours; procedure reviewed; *Almy will draft language around what to do if a child is left unattended when library closes*
4. Discussion around changing Saturday hours so they are consistent year-round; *Almy will work with staff to gather data around patron visits on Saturdays*
5. Discussion around process for hiring new staff – *Almy will develop a position description for Commissioner review*

#### 10. Other Business

- Review of Director Self Evaluation and Staff Evaluation Documents for next meeting.
- Breakfast for Town Employees
- Upcoming training opportunities for new commissioners – *Dan will send this information out to Commissioners as they come in*
- Quote on blinds discussed for both bathrooms, downstairs work area, upstairs work area; *motion made and approved to approve an additional \$5,000.00 in funds from Capital Campaign to pay for blinds*

Next Regular Meeting – Monday, April 8<sup>th</sup>, 2019 @ 5:00pm