

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

28 North Main Street

Monday, April 8, 2019

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

1. Meeting called to order at 5:00pm
2. Agenda adopted as presented
3. March, 2019 minutes – motion made to approve minutes as presented
4. Staff Visit: Delia Gillen - Delia works 20 hours a week; Her responsibilities include providing one on one technology sessions to patrons, usually two a day, one hour each. Since she has been employed at the Waterbury Public Library Delia has conducted over 200 one on one sessions. Delia also helps patrons set up email accounts, write resumes, and complete online job applications. Delia also teaches classes to larger groups. Class topics have included Instagram and Google Maps among other things; and coming soon: how to organize a Macbook. Delia is also working to improve library efficiencies through use of technology: room calendar is now online as is museum pass availability; staff is now using a shared drive. Delia is also in charge of the library website and she is working on making the website more user friendly,
5. Treasurer's Report – Susan has stopped in to VSECU, *remaining commissioners should stop by VSECU to register as signatories (see Ashley)*. Morgan Stanley account also needs updated signatories. *Commissioners would like auditor and Morgan Stanley representative to come speak and answer questions about the trust accounts.*
6. Town Manager's Report – Bill reviewed first quarter budget, all is in order; part-time pay line should only be used for substitute pay.
7. Library Director's Report – New furnishings have begun to arrive and blinds have been ordered. Applications for the new circulation assistant position have begun to come in. Almy and staff attended LEAP fair.
 - Policy changes regarding unattended children & number of staff in the Library were reviewed; Almy will contact DCF; *language to be used in policy will be reviewed again at next meeting*
 - Discussion of staffing during Vermont Library Conference Day – Almy proposed keeping the library open from 12-8 using substitutes who are familiar with the library

- *Commissioners should send an email to lib.trustfriend@list.vt.gov with “Subscribe” in the subject line to be added to the listserv and get more information regarding the conference*
- Update on Patron Services Librarian position – position description was reviewed, edits were suggested. Almy will make necessary changes, and label the position description as “draft” until a final version can be approved by the commissioners at the May meeting.

8. Other Business

- Staff Appreciation Breakfast – April 17th – please contact Skip Flanders if you can volunteer

9. A motion was made at 6:40 to enter into executive session in order to discuss a personnel matter; executive session ended at 7:50

Meeting adjourned at 7:50

Next Regular Meeting – Monday, May 13th, 2019 @ 5:00pm