

# WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

28 North Main St – SAL Room

Monday, January 13<sup>th</sup>, 2020

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

1. Meeting called to order at 5:02pm
2. Motion made to adopt agenda as presented. Motion seconded and passed unanimously.
3. Motion made to accept December, 2019 minutes as presented. Motion seconded and passed unanimously.
4. Town Manager's Report
  - 2019 expenses came in very close to budget
  - MBOF Fund Transfer is up, but Bill might adjust those as final expense numbers from December come in.
  - Bill asked for approval of the draft Library Budget of \$505,060, with final info coming from Bill before the Selectboard meeting next Monday, January 20<sup>th</sup>.
  - **Reminder to everyone to check email Friday (1/17) for final numbers and finalize budget.**
  - Motion to approve and seconded, the draft budget passed unanimously.
5. Treasurer's Report
  - Susan reviewed current state of various trusts and accounts
  - Printed Numbers did not include Morgan Stanley – not yet received
6. Library Director's Report
  - Almy is submitting a report to the Town on 1/14; will share with Commissioners before Selectboard meeting.
  - Updates:
    - Interviews for Tech position are progressing, with more this week
    - Updated position job description

## 7. Other Business

- Strategic Planning
  - Curtis will lead the Strategic Plan, possibly with a facilitator. The commissioners will suggest potential committee members and Curtis will reach out to them Almy has identified one member of the friends to serve.
  - Curtis will cost a facilitator
  - Dan will look at our committee membership plan and send Lara's matrix for best committee membership.
- First Amendment Audits
  - Almy presented policies from other libraries
  - Draft policy was amended by commissioners
  - Motion was made and seconded to approve the policy as amended; vote passed unanimously with one Commissioner absent (left the meeting before the vote), but still with a quorum
- Almy led discussion on Narcan training and opioid use in Washington County.
  - Potential for putting a SHARPS box in the upstairs bathroom
  - Possibly including Narcan in the Library's First Aid kits.

## 8. Meeting adjourned at 6:36

Next Regular Meeting – Monday, February 10<sup>th</sup>, 2019 @ 5:00