

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES

28 North Main St – SAL Room

Monday, February 10, 2020

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

1. Meeting called to order at 5:03
2. Agenda: Motion made to accept agenda with executive session added; motion seconded and passed unanimously
3. January, 2020 minutes: Motion made to accept minutes as presented; motion seconded and passed unanimously
4. Town Manager's Report
 - Bill reviewed budget status report
5. Treasurer's Report
 - Susan reviewed various accounts and trusts
 - numbers are current through 12/31/19
 - *Susan is speaking with Morgan Stanley about the possibility of setting up a May visit with the Commissioners*
6. Library Director's Report
 - Kyle Creason, new technology librarian, has started working (first day today)
 - Kyle's schedule will be Mondays, Tuesdays, Thursdays
 - Leak in the HVAC system (found today) has been causing cold temperatures
7. Other Business
 - Discussion of Narcan policy
 - Need information about impact, if any, on insurance
 - What is cost of Narcan once the two initial, free, doses have expired/been used
 - Almy will try to find information about which libraries in Vermont have Narcan
 - Look into possibly offering other Red Cross first aid training, CPR training, etc
 - *Discuss further at April meeting*
 - Discussion of Rooms Policy revisions
 - Almy will send draft text of revisions to Rooms Policies
 - A link needs to be added connecting the Rooms Policy to main policies page (it is currently located with the Room use calendar)
 - Strategic Planning Check in – review of demographic matrix & cost of facilitator

- Curtis will reach out with more specific information about what the library strategic plan might look like to get a cost estimate
- Curtis will invite the staff
- Dan will check in with RW
- Dan will send out a Google Doc where names of possible committee members can be gathered
- Discussion of new Commissioner role assignments (after Town Meeting)
 - Roles and responsibilities discussed
 - *Discuss further at March meeting*

8. Motion made to enter Executive Session at 7:00pm; motion seconded and unanimously approved. Executive session ended at 7:05pm; *No action was taken in executive session.*

8. Meeting adjourned at 7:08pm

Next Regular Meeting – Monday, March 16th, 2020 @ 5:00