

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
Monday, October 19, 2020 - 5:00 PM
Regular Monthly Meeting, by Zoom videoconference
(Duly warned on Friday, October 16th, 2020)

Attending:

Christine Wulff, Co-Chair
Shannon DeSantis-Gile, Co-Chair
Curtis Ostler, Commissioner (Secretary)
Susan Mazza, Commissioner (Treasurer)
Dan DeSanto, Commissioner (past Chair)
Almy Landauer, Library Director (ex-officio)
Bill Shepeluk, Town Manager(ex-officio)

Absent:

No Commissioners absent

Guests:

No guests attending

Minutes:

1. Meeting called to order at 5:04pm
2. No Change/adoption of agenda
3. Motion to Approve September 2020 minutes by Dan, seconded by Curtis, approved unanimously.
4. Town Manager's Report
 - a. Bill reported on the town and library budgets, with numbers about where we expected, with the library budget anticipated to be in surplus.
 - b. Bill also shared a memo on health insurance costs for next year.
 - c. Almy reported that she is catching up on book purchases, so that line item may go over the reduced budget we approved after the pandemic hit, possibly back to the original book budget amount, but still keeping under the overall revised budget.
5. Treasurer's Report
 - a. The fund balance has recovered the losses of the spring, but we still expect volatility in the stock market.
6. Library Director's Report
 - a. Door count is questionable because of restrictions and new movement through the door due to the pandemic.
 - b. Volunteer hours are up as a new group is creating crafts at home.
 - c. Discussion of events
 - d. Almy presented a cold & flu season document
 - e. Almy presented an expansion of hours, combining in-person and curbside to all happen concurrently, with an extension into at least one evening. This is a

result of Saturdays being busy because many people cannot make the limited weekday hours, and also to accommodate all those families that are homeschooling or attending school remotely.

7. Other Business

- a. Personnel Policy – Shannon noted that the town’s personnel policy has not been updated since the 90s; Bill said that they have a draft that is close to an update and recommended that all departments, including Library, should be the same. Bill will share a draft with Commissioners for further discussion.
8. Upcoming Commissioner Vacancy
- a. Discussion about filling an open seat on the Commission when Dan’s term ends.
9. Motion to adjourn by Susan, seconded by Curtis; Meeting adjourned at 6:45.

Next Regular Meeting – Monday, November 9th, 2020 @ 5:00 PM