

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
MINUTES - DRAFT
28 North Main Street – SAL Room
Monday, November 14, 2022 @ 5:00 PM

Present: Shannon DeSantis Gile, Deanna King, Susan Mazza, Margaret Moreland, Rachel Muse, Bill Shepeluk, Tom Leitz, Bill Edwards

Shannon called the meeting to order at 5:01 pm

Margaret moved to adopt the agenda as amended. Deanna seconded. All in favor.

Maroni moved to approve the October 2022 minutes. Susan seconded. All in favor.

Morgan Stanley Presentation

Bill Edwards, a financial advisor and senior vice-president of Morgan-Stanley, delivered a comprehensive review of the Library's investment account, covering the history of the account, its current position, and possible future strategies.

Treasure's Report

- Susan presented the spreadsheet tracing the Library's financial activities since the end of 2021 and reviewed financial activity over the past month.
- She described her interactions with Morgan Stanley since she has been Treasurer of the Board.

Town Manager's report:

- Bill introduced Tom Leitz, the new Town Manager. He began shadowing Bill in October and will take over officially on January 2, 2023.
- He reviewed the current Library budget report.
- He briefly described how Town funds are invested, advantages, and possible adjustments the Board might make in administration of the Library fund.
- Edward Jones will attend our December meeting.

Library Director's Report

- There has been a big increase in public computer usage. Teens and tweens have been "coming out in force" for youth programs, including the Teen Art Club and Queer Reads. The library has also seen a growing number of students visiting the library after school. Rachel and the staff are looking into ways of engaging this group in quieter activities to reduce the noise level.

- Kelly Sommer has joined the Library staff as circulation assistant.
- The annual review and goal-setting process is complete for all staff.
- The library will close at 5 pm on the Wednesday before Thanksgiving. Also on Christmas Eve, Christmas Day, the Monday after Christmas, and Town Meeting Day.
- Rearrangement of the children's picture book area to allow for a "dramatic play area" has been very well received by parents and children. Attendance at story times has increased.
- The wall-mounted monitor in the SAL room has been upgraded by attachment of a new Mac mini desktop computer. The Library has purchased an Owl 3 immersive video conference system that can also be used to present hybrid programs.
- The Library will take part in the Waterbury Winter Fest by creating a series of "challenges," based on use of Library snowshoes, family game activities, etc.

Other Business

- Strategic Planning – The strategic planning process is nearing completion. Results will be discussed at the Library Board retreat on November 21, 2022 @ 5 pm.
- Maroni noted that some libraries across the country have contributed to expanding voter access by closing on Election Day, providing drop-off childcare for voters, and similar actions. There was general interest in exploring this further before the next general election.

Shannon adjourned the meeting at 6:40 pm.

Next Regular Meeting – Monday, December 12, 2022 @ 5 pm

APPROVED: