

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
MINUTES - DRAFT
28 North Main Street – SAL Room
Monday, January 9, 2023 @ 5:00 PM

Present: Shannon DeSantis Gile, Deanna King, Susan Mazza, Maroni Minter, Margaret Moreland, Rachel Muse, Tom Leitz

Shannon called the meeting to order at 5:03 pm

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

Deanna moved to approve the December 2022 minutes. Shannon seconded. All in favor.

Town Manager's report:

- Tom presented the proposed Library budget for next year. It assumes a staff increase of 5% on April first. There is no surplus carry-over from 2022. MBOF expense item is slightly reduced because of a change in debt structure. Susan moved to adopt the budget as proposed with minor administrative changes. Maroni seconded. All in favor.
- Rachel will present the budget to the Select Board at their meeting on January 23 at 7 pm. Maroni will also attend.

Treasure's Report

- Susan presented the spreadsheet tracing the Library's financial activities from the end of 2021 to the end of 2022 and reviewed financial activity over the past month.
- Karen Petrovic, Town Clerk & Treasurer, and Beth Jones, Assistant Town Clerk & Treasurer will be added as signers.
- Morgan Stanley will continue as our broker. It has raised the interest rate on our preferred savings account (which amounts to about 25% of the Library Trust) to 4%. Tom suggested that we ask Morgan Stanley for advice on whether some amount of preferred savings should be moved back into the stock market.
- Brief discussion of socially responsible investing. The Commissioners will look at the various possibilities offered by Morgan Stanley, keeping in mind management of the Trust Fund in accord with long-term goals.

Library Director's Report

- In the previous year, the library had no pandemic-related closures. There was a nearly 47% increase in foot traffic over 2021. Circulation and new memberships also increased significantly.

- There was a huge increase in volunteers since last year – less than 200 volunteer hours in 2021 to 1007 in 2022. This allowed for the completion of several projects, including a change to the Dewey Decimal system. Volunteers are also working on a series numbering and everyday activities.
- Rachel’s focus during the past month has been on strategic planning, budgeting, and annual reports.
- Unfortunately, Kelly Sommer has resigned. Search for a new circulation assistant will begin shortly.
- The Library welcomed its first intern, Jordyn Jackson from Bennington College. She will be working primarily with Roeki on outreach and marketing.
- The Friends has agreed to support the Library with \$7,446 in 2023 to help with the cost of digital resources and other items.
- Re-cataloging of picture books continues in the Children’s Department and an Español section has been added.
- Popular programs in December included an ugly sweater workshop, ghost stories, and using online resources to make holiday cards.
- Research is underway on home delivery services.
- Rachel presented the completed Strategic Plan, 2023-2027, along with a one-page summary. It focuses on three overarching areas: awareness and outreach, people and place, and collections and programs. It also includes short term goals for 2023. These will be reviewed each year. The plan will be posted on the Library’s website, presented to the Select Board at their January 23d meeting, and available at the upcoming Town Meeting. It was suggested that handouts or a poster be available at that meeting. Susan moved to accept the Strategic Plan as presented. Maroni seconded. All in favor.

Other Business

- It is anticipated that there will be two open seats on the Board in the coming year.
- Maroni raised the possibility of joint projects with other town departments, especially on wi-fi coverage. He also suggested looking into additional charging stations and other ways the Library could partner with the community, such as providing drop-off childcare for voters on Election Day.

Shannon adjourned the meeting at 6:24 pm.

Next Regular Meeting – Monday, February 13, 2023 @ 5 pm

APPROVED: