

Newington LBOT Meeting Minutes 6/13/16

Present: Trustees Steve Bush (SB), Lillian Wilson (LW), Cathy Hazelton (CH), Patty Borkland (PB) LBOT Alternates David Turbide (DT) and Lee Lamson (LL) (not voting), Library Director Lara Croft (LC),

Meeting called to order by Chair SB at 2:00

Minutes from 5/9/16 and 6/3/16:

- SB moved to accept the Non-Public minutes of 5/9/16 with CH second. Accepted 5-0
- CH moved to accept the Public minutes of 5/9/16 with CH second. Accepted 5-0
- LW moved to accept the Public minutes of 6/3/18 with LL second. Accepted 4-0 (PB abstained-was not in attendance)

Treasurer's Report: accepted and on file in the library

Director's Report (on file in the library):

- More books are being purchased this year since there is more money available for use than last year's tight budget.
- Departing Library/Program Assistant Heather Lindsay and her newly hired successor Amy Covell had a recent very successful meeting at the school with children and school officials. Amy is excited about the Summer Reading program
- The patron count continues to be excellent even though May is traditionally slow with nice weather arriving.
- Lara is looking into purchasing personnel name tags. PB will check with Staples.
- Having issues with Comcast, having many email problems. LC will contact them.
- Met with Town Administrator and discussed Town's upcoming changes to its Personnel Policy. LBOT will need to compare the Town's with the Library's for pertinent issues.
- LC will contact Mailforce to look into a town-wide mailing for the Summer Program

New Policy: Moved by DT and seconded by LW to adopt the following *Anonymous Correspondence* policy presented by SB and retroactive to 4/1/16

The Library Board of Trustees is genuinely interested in communication from the public and the Newington Community with respect to the library and its function. However, information that is received anonymously lacks basis for verification, and honoring such correspondence may only serve to encourage irresponsible claims, accusations, and unsubstantiated gossip. Accordingly, anonymous correspondence will not be entered into any record and may be destroyed upon receipt by the director or the LBOT, with the single exception as follows:

In the event that the communication raises a question of the immediate safety of any person, persons or property, such information should be shared immediately with the director and / or the

LBOT, who will make a determination whether to relay the information to law enforcement for investigation. Examples of such information include bomb or fire threats, threats of bodily harm against a person or persons, information regarding child abuse or molestation, etc. In the event that the investigation is undertaken, any persons directly related will be advised of the nature of the anonymous information, as permitted by law.

Motion was approved 5-0

Personnel:

- Kaytee Hojnacki has changed from *Library Assistant* to *Substitute Library Assistant*. Moved by PB and seconded by LW to have the Director change her title at the town hall and at the same pay rate. Approved 5-0
- Proposed replacement Bookkeeper recently met with LC, CH and LW successfully. It is felt that she can perform her duties close to budget. Moved by CH and seconded by SB to contract Patricia Sarcione at the rate proposed by LC. Motion approved 4-0 with LW abstaining.

Next meeting: July 11, 2016 at 2 PM

Adjournment: At 3:45, moved by PB, seconded by LW to adjourn. Approved 5-0.

Respectfully Submitted

Patty Borkland