

Newington LBOT Meeting Minutes 2/22/16

Present: Trustees Steve Bush (S), Jack O'Reilly (J), Patty Borkland (P), Lillian Wilson (L), Trustee Alternate Cathy Hazelton (C), Library Director Lara Croft (LC)

Meeting called to order by Chair S at 2:02

Minutes: Moved by S, seconded by P to accept the minutes of 1/11/16. Accepted 5-0.

Treasurer's Report (on file in the library): S discussed that he has been informed by the Trustees of the Trust Fund that Trust Fund income is expected to be much less this year. He will forward correspondence he received from them.

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

- There are a few maintenance items that will need to be addressed. P will try to find a "handy person" who can be hired to do minor maintenance.
- Our cleaning service has suggested we install paper towel dispensers in both rest rooms to avoid waste. LC will check to see if they have any they can install.
- We had 725 patron visits in January which was the busiest January ever. The past 5 Januarys have averaged 632.
- Circulation is also up significantly at 1107 which is 200 more than our best 2015 month.
- There was a Valentine's tea held in the building at which 55 were in attendance.
- LC and J will look into how to get more information into local newspapers.
- The last school half-day program went well. The Silvan Learning Center did a free program. We had 3 volunteers.
- LBOT will consider whether to continue the school program next year.
- Discussed the possible restructuring of staff
- LC contacted other libraries about paying for snow removal. Only 5 of 39 that responded pay their town.

Policies: Discussed and agreed to changes in the *Art Display*, *Circulation*, *Facility Use*, *Patron Behavior* and *Patron Use* policies. LBOT will continue the review process. Once our website has been upgraded the policies will all be there and easy to locate.

Lawn Maintenance: Moved by S and seconded by J to approve the 2016 contract with Mainly Grass for \$1110.57. Approved 4-1 (No from L since fertilizers will be used)

The LBOT wants to thank departing Trustee Lee Lamson for her 4 years of hard work and dedication to the Board. She will be missed.

Next Meeting: March 14 8th at 2:00 for regular business

Adjournment: At 4:00, moved by J, second by P to adjourn. Approved 5-0.

Respectfully Submitted

Jack O'Reilly

ACCEPTED