

**Waterbury Public Library Commissioners' Meeting Minutes**  
**Monday, April 9, 2018**

Present: Dan DeSanto, Shannon DeSantis, Mary Kasamatsu, Alice Durkin, Christine Wulff

1. Meeting called to order 4:32pm
2. Agenda adopted as presented
3. March 2018 minutes approved
4. Commissioner candidate, Susan Mazza, introduced. Dan gave an overview of Library Commissioner role and explained process involved (submit a letter of interest, go before the Select Board). *Dan will clarify if 30 signatures are needed.* Susan has been in the banking industry for many years; first with Chittenden then People's United. Has been with SBA working with lenders, small business community, giving workshops, etc in area of economic development. Raised two children in Waterbury. Family used library with children, took advantage of adult programs, thrilled to see library move to new building; Good library is a drawing point when moving to a new town.
5. Bill Shepeluk not available to attend; no Town Manager's Report
6. Treasurer's Report: Town has still not requested funds, overall investments down due to market performance
7. Library Director's Report: Volunteer training session went well. However, concerns surrounding volunteers continue. Therefore, staff/volunteer schedule will be revised so that staff covers the desk instead of supervising volunteers that perform front desk responsibilities. Alice proposes revisiting the topic when next budget is developed

Dan will be the second Commissioner authorized to sign checks (replacing Harriet Grenier). *Alice will find out what Dan has to do to be added as an authorized check signer*

Nat Fish has been completing detail work in the library. Almost finished. He will install large Sarah Lee Terrat painting later this week (after hours, due to safety concerns of installation process). Book bag hooks installed; *Dan will touch base with Early Childhood providers in town around topics for book bags*

LEAP Fair went well. Feedback from public regarding new library building/services was overwhelmingly positive.

Non-fiction labelling project moving along slowly but surely.

8. Other Business:

Initial Discussion of Strategic Planning Process: Dan shared sample Strategic Plans from Milton Public Library, UVM Libraries, and Dorothy Allen Memorial Library. *Commissioners should read through sample plans and come with questions, comments, thoughts around how we will engage the community, etc.*

Alice made a motion to go into Executive Session to discuss a personnel matter, the motion was seconded. Commissioners went into executive session at 5:45pm; Executive session ended at 6:00pm

9. Meeting adjourned at 6:03pm

Next Meeting - Monday, May 14, 2018 at 4:30pm