

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
MINUTES - DRAFT
28 North Main Street – SAL Room
Monday, March 13, 2023, at 5:00 PM

Present: Deanna King, Susan Mazza, Margaret Moreland, Kit Walker, Rachel Muse, Tom Leitz

Deanna called the meeting to order at 5:09 PM

Welcome to Kit Walker, new Library Commissioner, and introductions.

Margaret moved to approve the agenda. Susan seconded. All in favor.

Margaret moved to approve February 2023 minutes. Deanna seconded. All in favor.

Library Commission officers for March 2023 – March 2024:

- Chair, Deanna King
- Vice-Chair, Kit Walker
- Secretary, Margaret Moreland
- Treasurer, Susan Mazza

Margaret moved to accept the proposed slate of officers. Kit seconded. All in favor.

Town Manager's report:

- Tom reported that a draft of the Waterbury Town Employee Handbook is nearly complete. He will shortly begin sharing it with staff members in small meetings and bring it to our Board (and others) for comment. Among the areas that have been considered: personal days, holidays, insurance benefits, family medical leave, maternity and paternity leave for birth, adoption, and foster care., and clarification of grievance procedures.
- The proposed Library budget for next year was approved at the Town Meeting on March 7 without discussion.
- Tom and Susan reviewed financial set up and procedures for Kit.
- Review of current budget picture.
- Rachel noted that the line for "Part Time Pay" is actually spent on necessary substitutes and may be exceeded this year because of staff vacancies.

Treasurer's Report

- Susan reviewed the spreadsheet tracking recent financial activities and explained how assets and trust funds are managed by the Library Commissioners.

Library Director's Report

- Rachel will attend the first Select Board meeting in April to present the strategic plan and highlight recent actions.
- Rachel attended the Town Meeting on March 7. Roeki, the Patron Services/Outreach Librarian, and a volunteer staffed the Library's table at the Community Health Fair held at the same time. Roeki created a pamphlet highlighting the health and wellness materials available at the Library.
- Rachel and Roeki will host a Volunteer Appreciation Breakfast on Saturday, April 22. The Library has had an incredible group of volunteers this year.
- The Annual Tea of the Friends of the Waterbury Public Library will take place on Sunday, May 7, and feature a women's suffrage presentation.
- The Friends will be funding the travel expenses of the Youth Librarian, Cynthia Ryle, for attending the Public Library Youth Services Summit, sponsored by *Library Journal* and *School Library Journal*, where she will present on the Library's successful, groundbreaking Queer Reads program. It was noted that the Library has not received the type of negative feedback from the community that other libraries have experienced.
- Anathe Parkes, the new Circulation Assistant, started on Monday. Her film photographs are currently on display in the café gallery.
- Library use by children from pre-school to high school has been increasing and the Library recently hosted its first classroom of the school year with 30 kindergarteners and their aides. The Library staff is working to be more consistent in reinforcing its rules of behavior so that both children and adults can enjoy the Library at the same time. Rachel will be having a staff meeting on the best ways to remind children about moderating noise and behavior.
- The Stand-Up Comedy Workshop proved so successful that it is going to become a regular program for trying out material.
- Kyle, the Tech Assistant, presented a class to introduce the new Palace Project app, a new one-stop digital collection platform. He has also created a website page of instructions. Rachel is working on how to generate accurate statistics from the app.
- Jordyn Jackson, our student intern, created book displays on "Black History Month" and "Blind Date with a Book."
- Information on home delivery of books will be going out to Meals on Wheels' clients as part of our pilot project with the Senior Center to get books to those who experience barriers to in-person Library visits.
- A Library volunteer who is a Duxbury resident has expressed interest in finding a more equitable system for collecting non-resident fees for those living in that town.

Other Business

- The Board will be conducting a review of those Library policies that have not been updated recently. Rachel will be putting the existing policies into a format that will make them easier to examine and revise.

- Deanna noted that the by-laws of the Board of Library Commissioners also had not been reviewed in quite a while. Margaret and Deanna will start looking at and evaluating comparable by-laws. This does not have the same priority as the review of Library policies.
- Margaret distributed copies of the Library investment policy proposed last fall, together with information from Morgan Stanley on socially responsible investing. She will also search for investment policies of similar organizations. Creating an appropriate investment policy will be discussed at a future meeting.

Deanna adjourned the meeting at 6:40 PM

Next Regular Meeting – Monday, April 10, 2023 at 5 PM

APPROVED: