

Waterbury Library Commissioner Meeting
June 12, 2023
Held at Waterbury Public Library, 28 North Main St., SAL Room
Draft Minutes

Present: Margaret Moreland, Michelle Baker, Katherine Walker, Deanna King, Rachel Muse

1. The meeting was called to order at 5:01pm
2. Welcomed Michelle Baker, the new Commissioner appointed by the Selectboard. Deanna reported that Karen Petrovic, Town Clerk, has been working with Morgan Stanley and the TD Bank, which holds the trust fund accounts, to get the Commissioner names updated on these accounts.
3. Approve Agenda - Deanna moved and Margaret seconded to approve the written agenda with 2 additions. 1) To appoint a Treasurer and 2) To review a draft letter to Morgan Stanley authorizing the Town Clerk to represent the Commissioners in regards to the two trust accounts. All voted in favor.
4. Approve May 8th meeting minutes-Deanna moved and Kit seconded and all voted in favor approving the minutes.
5. Public Comment-None
6. Town Manager's Report-Rachel provided an update from Tom on how the library budget is doing for the year. Spent 28% to date.

Rachel shared that Tom at some point would like to have a conversation with the Commissioners about potentially providing loans to nonprofits utilizing library funds. He is throwing it out as food for thought as the utility district has done this in the past. Kit asked who has had loans from the utility district previously, Rachel will provide that information at a later date.
7. Library Commissioner's Treasurer's Report-None
8. Library Director's Report-Rachel reported on the highlights of her written report.
 - Statistics have been fairly constant this year.
 - Closed the library all day on 5/25 so staff could take part in mental health first aid training which was excellent and a good opportunity to work with other libraries.
 - Promoting library card signup and home book delivery.
 - Staff News - Have hired DeAnna Romstad to replace Roeki. Cynthia Ryle, Children's Librarian, is leaving so there is an opening.
 - Summer reading has started with kids getting involved in summer reading programs.
 - Pulling back on tech classes and Kyle is offering more 1:1 tech support.

9. Karen Petrovic, Town Clerk, provided two draft letters, one for each trust account, after speaking with TD bank who holds trust accounts. Deanna explained the letters are needed to change the mailing address to the town so that the mail goes to Karen who will contact the Treasurer to coordinate receipts of statements and the deposit of any funds. Once the letter is fully signed Karen can go ahead and make the address changes and update the accounts with the current Commissioner's names. Discussion and questions ensued about the letter and some concern that it needed to be more specific so that the Town Clerk could only make changes as authorized by the Commissioner's. Margaret agreed to edit and finalize the letter. The final version of the letter will be in Rachel's office for all Commissioners to sign.

10. Appoint Treasurer - Deanna moved to appoint Michelle Baker as the Treasurer, Margaret seconded. All voted in favor.

9. Adjourned at 5:26pm

Approved: