

WATERBURY PUBLIC LIBRARY COMMISSION MEETING

Monday, February 14, 2022

Present: Christine Wulff, Shannon DeSantis Gile, Rachel Muse, Maroni Minter, Susan Mazza, Margaret Moreland, Bill Shepeluk

Christine called the meeting to order at 5:06 PM.

Shannon suggested an addition to the agenda, Library Commissioner vacancy.

Margaret *motioned to approve the January 2022 meeting minutes. Susan seconded, all in favor.*

Public Comment- no public present

Town Manager's Report

No formal report. Budget season went well.

Treasurer's Report

Susan presented her report.

Trust following market trends closely.

Received Howland fund check for first time this year which is a good sign. Usually quarterly.

Margaret motioned to accept Susan's report as presented. Shannon seconded. All in favor.

Library Director's Report

Nine active volunteers! And more to come!

Major technology changes- Aspen Discovery Layer on KOHA, DOL New Ebook App- PALACE app-also can access all of the Overdrive materials too

- Integrated into the main catalog as well! One stop shopping!

Cancel subscription to McNaughton Book Program-previously subscribed because of the limited space in the old building, now we have so much space and consortium lending New Book Drop!

January was a challenging month for staff but substitutes utilized to cover open library hours.

Thank you to Bill for help with the budget.

Programming on Zoom- youth programming coming back into the building next month.

8. Other Business

Policy Discussion

Personnel Policy-still waiting on communication with the attorney

Unattended Minor Policy Discussion [motion to approve-added at meeting]

Christine posed a question about the Computer Use policy before patrons sign into a public computer. Rachel suggested posting the policy at the computers. Suggested adding to the booklet for new patrons. Susan suggested adding it to the newsletter once a year.

Thank you to Margaret for her work.

Susan motioned to pass Appropriate Library Behavior policy. Shannon seconded. All in favor.

Library Accounts/Trust Discussion regarding adding Town Treasurer and Assistant Treasurer as signers on library accounts

Bill explained the motion.

Minutes will be certified going forward with the Town Seal.

Questions about how to inform financial institutions of the change.

Next step suggestion: investment policy

Warned in minutes: Regarding the administration of the Waterbury Public Library Trust as presented.

2 year commissioner term vacancy

Citizens can conduct a write-in candidacy. 30 votes needed to be elected.

If no one fills the seat, the selectboard will appoint a new library commissioner with library commission input.

Next Meeting: Monday, March 14, 2022 at 5pm

Shannon will prepare the agenda and run the next meeting.

Christine thanked for her service on the Commission.

9. Adjournment at 6:15 PM

Magaret motioned to adjourn, Susan seconded. All approved.

Respectfully Submitted,

Shannon DeSantis Gile

Waterbury Public Library Commission Secretary

APPROVED ON: March 15, 2022