

WATERBURY PUBLIC LIBRARY COMMISSION

DRAFT MEETING MINUTES

28 North Main Street – SAL Room

Monday, June 13th 2022 at 5:00 PM

Present: Shannon DeSantis Gile, Maroni Minter, Margaret Moreland, Deanna King, Rachel Muse (Library Director) and Bill Shepeluk (Town Manager)

Absent: Susan Mazza

Called to Order

Shannon called the meeting to order at 5:05 PM.

Adoption of Agenda

Shannon moved to adopt the agenda. Maroni seconded. All in favor.

Approval of Minutes

Shannon moved to approve the May 2022 minutes. Maroni seconded. All in favor

Town Manager's Report

- The Town's Personnel Policy is currently under review and it would be a good time to assess the library's policy as well since the town policy is referenced within the library policy.
- Bill provided a draft Investment Policy and explained how such a policy would be beneficial to the library going forward. Further discussion will happen at the next meeting in September.
- Bill recommended reviewing where the library's trust account is located to obtain the best rates and management. He suggested that the funds could be held in an account alongside the Town's assets in the local Edward Jones branch.

Treasurer's Report

Submitted via email on 6/12/2022 by Treasurer Mazza.

- Bill commented that the market has been very volatile due to world events.

Director's Report

Submitted via email on 6/10/2022 by Director Muse.

- Usage statistics have been more stable in 2022 than in the past two years due to the COVID pandemic.
- Summer reading has begun and kids have already been picking up their materials!
- Adult summer reading bingo is also available this year.
- The new catalog system will be released on June 27th, staff is being trained and it will hopefully be a smooth transition.
- Friends of the Library will be tabling at the Farmers Market this summer and selling used books.
- Rachel will be attending the next Town Select Board meeting to give a library update, both Shannon and Maroni agreed to attend the meeting which will be held on June 20th at 7:00 PM in the Steele Community Room at 28 North Main Street.

Other Business

- *Strategic Planning Committee Update* - Deanna gave an overview on the latest meeting, which took place on 6/10/2022. Action items before the next meeting include further developing the survey questions and the communications plan for obtaining community input.
- *Recording in the Library Policy* - Rachel requested the commissioners review of the library's Recording in the Library Policy and adjust as needed. She has gathered examples from other municipal libraries and will work with Shannon on drafting a suitable revision for our September meeting.

A motion was made by Margaret to suspend the Recording in the Library Policy until it can be further reviewed and revised. Maroni seconded the motion. All in favor.

Meeting adjourned at 6:08 PM.

Next Meeting – Monday, September 12th 2022 at 5:00 PM.

Submitted by Deanna King