

**Voluntown Public Library Board of Trustees
Regular Meeting, February 12, 2015
Voluntown Public Library, 6:30 PM**

Regular Meeting

A Regular Meeting of the Voluntown Public Library Board of Trustees was called to order on Thursday, February 12, 2015 at the Voluntown Public Library with Sandra Pellinen as the Chair. The meeting was called to order at 6:30PM.

Trustees Present

Sandra Pellinen, Erika Jones, Martha Wittwer, Tracey Hanson, Gloria Matthews, and Rachel Ricard were in attendance.

Library Staff Present

Cathy Rubin, Library Director

**Town Officials/
Invited Guests**

None

Citizens Present

None

Approval of the Agenda

A motion made (R.Ricard, M.Wittwer) to approve the Agenda. Unanimously approved.

Approval of the Minutes

A Motion was made (E.Jones,G.Matthews) to approve the minutes from the last meeting. Unanimously approved.

Citizens Comments None

Reports

Treasurer's Report

The Treasurer's Report was passed out by M. Wittwer and was discussed (attached). In the Treasurers Report, 2 donations are listed as going into the general fund, that should have been put into the Building Fund. T.Hanson will find out from Roxanne what happened. Roxanne also needs to be notified that Petty Cash will be coming out of the budget (Misc. line item).

Librarian's Report

The Librarians report was shared by C.Rubin and discussed (attached)..

Policy Committee

Met on January 15. Turned in sections to the Board for first reading and discussion for next meeting.

Budget Committee

Met on and passed out the proposed budget for the fiscal year 2015-2016. It will be discussed under New Business.

Building Maintenance Committee

Met to discuss repairs that could be needed in the next 5 years. The committee decided that: Shingles and roof are good fine. New furnace is needed. To remove, replace, install a new furnace and estimation was received for around \$8,000. No other repairs are foreseen within the next 5 years. The committee discovered and shared that the State Library Board makes emergency repair grants to public libraries per General Statutes of CT Sec 11-24c Vol 3.

Old Business

First Discussion on Policy & Procedure Updates

General Library Information, Weeding Policy, Internet Use, and Wireless Policy were passed out to reviewed my Trustees. Will be discussed at next meeting.

Voting on Policy & Procedure Updates

Wittwer, Hanson A motion was made (M. Wittwer, T. Hanson) to vote on updated Policies as a whole (Circulation, Complaints About Materials, Complaint About Materials Form, Internet Use Procedures, Use Procedures Form, Materials Selection) Unanimously approved.

IT Rep

No report

New Business 2015-2016 Fiscal Year Budget

E.Jones, R.Ricard A motion was made (E.Jones, R. Ricard) to accept the budget as presented for fiscal year 2015-2016. Unanimously approved..

Committee Appointments

Chair S. Pellinen created a Duties and Responsibilities & Personnel Policy Handbook Committee and appointed S. Pellinen, R. Ricard and G. Matthews to review the current policies.

Suggestions for next Agenda:

Volunteer Month

Adjournment

A motion was made (M. Wittwer, R. Ricard) to adjourn. Unanimously approved.

Respectfully Submitted,
Tracey Hanson, Secretary