

**Voluntown Public Library Board of Trustees
Regular Meeting, November 13, 2014
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, November 13, 2014 at the Voluntown Public Library with Vice-Chair Sandra Pellinen filling in as Chair. The meeting was called to order at 6:30 PM.

Trustees Present

Erika Jones, Martha Wittwer, Tracey Hanson, Gloria Matthews, and Rachel Ricard

Library Staff Present

Cathy Rubin, Library Director

**Town Officials/
Invited Guests**

None

Citizens Present

None

Approval of the Agenda

A Motion was made (R. Ricard, M. Wittwer). Unanimously approved.

Approval of the Minutes

A Motion was made (M. Wittwer, R. Ricard). Unanimously approved

Citizens Comments

None

Reports

Treasurer's Report

Was submitted by M. Wittwer.

Librarian's Report

Submitted by C. Rubin. C. Rubin asked Trustees to keep ideas in mind for library addition- take photos, record inspirations.

Committee Reports
Policy Committee

Policy Committee met on October 30, 2014. Minutes attached. Policy Section 1 Draft was handed out for review to be discussed (minus the forms) at the December BOT meeting.

Old Business
Financial Management

Members of the Board met with the auditor and First Selectman on October 29th to discuss how switching the Jewett City Savings Bank accounts to the name of the town treasurer (R.Osga), Asst. Treasurer, and one Selectman, from the current way of naming the Trustee Treasurer and Librarian, would affect the library and the BOT.

A motion made (M. Wittwer, R. Ricard) to change the control of the accounts at Jewett City Savings bank, from that of the Voluntown Public Library Board of Trustees to the Town of Voluntown. To do so, we will remove Martha Wittwer and Cathy Rubin from the accounts, and replace the afore mentioned names with that of the Town Treasurer, Asst. Treasurer, and one Selectman effective December 1, 2014. Voted Unanimously.

A motion made (M. Wittwer, R. Ricard) to set up with the Town of Voluntown a Special Revenue Fund titled 'Library Building Fund', and a second Special Revenue Fund titled 'Library Grants' for the sole use by the Voluntown Library Board of Trustees. Voted Unanimously.

A motion made (M. Wittwer, R. Ricard) that, after December 1, 2014 the Voluntown Library Board of Trustees will ask the Board of Selectmen for a one time budget adjustment in accordance with unanticipated funds (ie. donations, fines...). Voted Unanimously.

A motion made (M. Wittwer, R. Ricard) that, as of December 1, 2014, Petty Cash will maintain a maximum of \$200 and will be replenished when balance reaches \$50 upon request by Director from misc line item. Voted Unanimously.

Genealogy Section

C.Rubin, talked with the patron who requested a Genealogy Section. There is no room now, but will be considered in the plans for the addition.

Volunteer Recognition

Tabled until March/April

Library Website

The Website is live and additions are still being made. Payment has been made to the designer.

Quote for Window Repair

Motion made (R. Ricard, E. Jones) to accept the bid from Jean Mirror & Glass to repair the window. Voted Unanimously.

Substitute Clarification

The Library Director has clarified with the library staff the Boards decision on the use of substitutes workers- substitutes are not to be on the schedule, substitutes are for emergency use only, and the use of a substitute must be approved by the library director.

New Business

Schedule for Building Upkeep

The Board will put together an estimate of cost and time replacement for major repairs; roof, furnace, windows, etc...more discussion on next meetings agenda.

Building Maintenance Expense funding

Tabled until next meeting.

Suggestions for next Agenda

- Policy Section 1 Draft Discussion
- Schedule for Building Upkeep
- Building Maintenance Expense Funding

- Technology

Adjournment

A Motion was made (M. Wittwer, E. Jones) to adjourn, at 8:15.
Voted Unanimously.

Respectfully Submitted,
Tracey Hanson, Secretary