

MEETING MINUTES: January 6, 2014

Library Board of Trustees

Somers Public Library Board Room

Present: Bob Socha, Charlotte Stopa, Mike Gotta, Tiffany Daly, Andy Phillips, Dee Moak, Shirley Warner & Library Director, Francine Aloisa

Absent: Lois Lindell & Robin Provencher – both excused.

The meeting was called to order at 6:35 p.m.

1. Minutes were distributed. Bob Socha moved to approve, 2nd by Andy Phillips, unanimous approval.
2. No audience in attendance
3. Treasurer's Report: Tiffany distributed current reports which were discussed and filed for audit. Since donations to the library in memory of Peg Mulak were not designated by the family, Francine will look into using the funds to buy a lectern for the Blake Room. She also reported on endowment funds and distributed the year-end report prepared by our advisor, John Rocco. This report will be forwarded to the Town CFO as part of our fiscal year-end report.
4. Correspondence: We had thank you notes from Ailene Henry & Cecilia Becker. There was also a thank you letter from the prison for used books. Correspondence included the request for membership dues in the ACLB. Dee Moak moved to pay \$100 annual dues, 2nd by Mike Gotta, unanimous approval.
5. Financial Business: Invoices were reviewed. Move by Bob Socha to approve, 2nd by Dee Moak, unanimous approval.
6. Committees: No further report from Investment. Committee assignments & responsibilities were discussed. The following committee positions were appointed:
 - Budget- Tiffany Daly, Robin Provencher, Charlotte Stopa
 - Investment- Tiffany Daly, Robin Provencher, Andrew Phillips
 - Personnel- Tiffany Daly, Lois Lindell
 - Technology-Mike Gotta, Andrew Phillips
 - Policy Review- Dee Moak, Charlotte Stopa, Lois Lindell
 - Building Management- Bob Socha, Andrew Phillips
 - Liaison to Friends- Dee Moak
7. Building Issues: Bob Socha reported that the Blake Room floor was completely re-finished, and the clean-up completed. It was recommended that we might want to have another coat put on in 3 or so years. Francine reported no further dampness in the wall of Marie's office or the reading room. There have been several problems with the heating system... again. Bob spoke with Trane to see if they can remedy some of the problems. We are currently operating in manual mode not on computer control. We expect that there will be a substantial bill for necessary repairs.
8. Policy Review: The Internet Policies changes distributed at the last meeting were reviewed and some slight additional changes were made. Dee Moak moved to approve the changes, 2nd by Mike Gotta, unanimous approval. The revised policy will be placed in the manual.
9. Old business: none
10. New business:
 - a. Copy machine: The staff copy machine is not working well & parts are no longer available. Francine will look into the purchase of a new one.

- b. Staff recognition: It has been two years since we recognized anyone. Volunteer Annie Herzkowitz was named for her many efforts around the building, often at her own expense. Children's librarian, Marie Stromwall was also named for exceptional children's programming. Dee Moak moved to award each one \$100 in appreciation, 2nd by Charlotte Stopa, unanimous approval.
- 11. Director's Report: Francine noted that the replacement pieces for shelving were in. These were defective parts, and there was no cost to the library. A meeting with the Budget Committee will be set up before the end of the month, so a proposed budget can be presented to the Board in February.
- 12. No audience present.
- 13. There being no further business, the meeting was adjourned at 7:33 p.m.

Shirley Warner (in the absence of the Secretary)

Minutes are not official until approved at a subsequent meeting.