

LIBRARY BOARD OF DIRECTORS

LOWER LEVEL OF THE LIBRARY

MINUTES

August 5, 2024 – 7:00 P.M.

REGULAR MEETING

NOTE: These are summary minutes. A tape recording of this meeting is on file in the Commission Secretary's office in the Town Hall

MEETING CALLED TO ORDER

Meeting called to order at: 7:00

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT: William O'Brien, Janet Tynan, Lori Conant, Pat Najarian, Crystal Caouette and Tory Davis

BOARD MEMBERS ABSENT: Lauresha Xhiani

ALSO PRESENT: Sue Ouellette, Library Director

APPROVAL OF THE July 8, 2024, MINUTES

MOTION: made by Crystal Caouette to accept the July 8, 2024, minutes, seconded by Lori Conant all in favor, no one opposed. **MOTION CARRIED**

Taxpayer's Time: None

Correspondence and Communications: None

Friends of the Library Report

- Planned retirement party for Sue Ouellette for August 23, 2024, from 4-6 in the lower level of the library.
- Planning on Sept. 12, 2024, to have the family of Alex Nole come visit and see the plaque and tree that was planted in his name, and the beautiful display for the month for him.
- Lingo lights have been implemented.

Library Director's Reports and Financial Report/Bills for June 2024

Library Expenditure Report- Attached

- Summer reading has started, and the library has been very busy.
- Allison will be updating the website.
- The library is offering digital literacy programs on Wednesday evenings at 4:30 p.m. And Friday afternoons at 3:00p.m.

M & M came to repair the leaks in the boiler gaskets. In doing so the drainage killed the grass outside and they did return on Friday to replant grass seed.

- On July 1, 2024, water was discovered in the basement-small room by the stairwell. Tremco was contacted to investigate the roof. Will have Joe Golden take a look at the leak.
- Need to investigate Frontier phone line and look into the billing of that account. Dave Wilson will be contacted to look into the matter further.
- Wall to wall kids (112) for The Poop Museum and all the other programs were a great success and enjoyed by all.

Committee appointments: None

Committee Reports:

- **Programs:** update on review of Bulletin Board/Display policies
- Janet Tynan, Bill O'Brien, Lori Conant and Sue Ouellette met to review the policies and there were a few minor changes

MOTION: made by Lori Conant and seconded by Crystal Caouette to accept the Library Display/Bulletin Board/Free Materials Distribution/Display Case Policy. All in favor, no one opposed **MOTION CARRIED**

- **Facilities and Grounds:**
- **Finance and Budget**
- **Long Range Plan:**
- **Personnel:** Sub-committee met to compare the personnel policy of the town with their own. Sue, Bill Pat and Janet met to go over the Library and Town of Wolcott personnel policy. There were changes to be discussed to the policy that was adopted by the Board of Trustees on June 3, 2019. There were some changes to the policy.
- **Page 17-**Appearance and Appropriate Attire
- **Page 22-** Revise hours- 10:00am-8:00pm Monday, Wednesday, Thursday
10:00am-6:00pm Tuesday
10:00am-4:00pm Friday
10:00am-3:00pm Saturday
- **Page 23,24,25,26,27,28,29,31**
- **See attached form for more details.**

MOTION: made by Crystal Caouette and seconded by Pat Najarian to approve the changes of the personnel policies, all in favor, no one opposed **MOTION CARRIED**

Technology:

- **Building Committee for Library Renovations:** meetings on hold until state contract is signed. Nothing new to be addressed.
- **Personnel Search Committee** – Hired a new Library Director, Matt Earls

Old Business:

- Library addition update: No contract has been signed yet.

New Business:

- Town vote on Charter Revision November 5, 2024, increasing Library Board to nine members and changing name of “Directors” to “Trustees”
- Nominations and approval of Matt Earls as the new Library Director, effective August 24, 2024, with a start date of August 19, 2024, to get acquainted with staff and procedures.
- Retirement of Sue Ouellette as Library Director, effective August 23, 2024

MOTION: made by Crystal Caouette and seconded by Lori Conant to approve Matt Earls as the new Library Director, all in favor, no one opposed **MOTION CARRIED**

MOTION: made by Bill O’Brien and seconded by Lori Conant to approve the retirement of Sue Ouellette, all in favor, no one opposed **MOTION CARRIED**

- **Recommend motion:** "that the Board go into executive session"
- No executive session needed.

Adjournment

MOTION TO ADJOURN: made by Lori Conant and seconded by Crystal Caouette to adjourn meeting. No one opposed. **MOTION CARRIED**

ADJOURN: 8:10 P.M.

Respectfully submitted,

Laurie Morrone, Secretary

Approved: _____

William O'Brien, Chair
Wolcott Library Board of
Trustees