

**LIBRARY BOARD OF TRUSTEES
MINUTES
November 1, 2021 – 7:00 PM Meeting**

Board Members Present: William O'Brien, Angela Buzzelli, Janet Tynan, Eric Noack, Rene Johnpiere and Lori Conant

Also Present: Sue Ouellette, Library Director

CALL MEETING TO ORDER: Meeting called to order at 7:03 PM

PLEDGE OF ALLEGIANCE:

Taxpayer's Time: NONE

Motion: made by Eric Noack and 2nd by Lori Conant to approve the October 4, 2021 minutes. No One Opposed. Motion carried.

Correspondence and Communication: NONE

Friends of the Library Report: Janet Tynan reporting

- Boy Scout Troop 230 and some of the Friends cleaned up outside.
- Spring clean-up is scheduled for April 30, 2022 with the Boy Scouts.
- Craft Fair has been scheduled for April 2, 2022.
- 225th celebration was a success. Gave away books, craft kits and pinwheels. Several high school students helped out as well.

Library Director's Report/Financial Report: See Financial/Director's report for details

- PSI delivered and installed new circulation desk in the children's room.
- Ryan McDonald has been hired for 5 hours a week.
- Jeff from JCS Electrical will be assessing our electrical issues and needs on Wednesday, November 3rd.
- Received two quotes for cleaning services for the lower level. One of the companies cleans the Public Works office. Sue will check with them for a reference for Brass City Cleaning.
- PSI submitted a quote for shelving for the storage area and the Park & Rec closet in the lower level.
- There is a staff shortage on Saturday, November 6th.

Motion: made by Lori Conant and 2nd by Angela Buzzelli to close the library on November 6th due to the staffing shortage. No One Opposed. Motion carried.

OLD BUSINESS:

COMMITTEE REPORTS:

Facilities and Grounds: met and discussed water issues. Fill was deposited and graded away

from the building prior to the last rain storm. No water issues were noticed except near one of the windows on the main floor. Joe Golden will be coming to caulk the window.

Roofing Contract should be checked twice a year along with the gutters.

Sprinkler System- discussion whether one should be installed.

Electrical issues need to be addressed.

Children's Room is in need of an addition. The lift could be installed at that time.

Vertical Lift: discussion regarding the installation of the lift.

Long Range Plan Committee: need to meet to review future capital projects. Bill reviewed the previous plan and many items have been achieved. Will go back and check on the capital projects.

Personnel: met to review staff increases and will meet before the December meeting to approve raises prior to submitting the budget.

Programs:

Technology:

Finance/Budget Committee:

NEW BUSINESS:

Holiday Hours: Thanksgiving Eve: close at 3:00 pm; Thanksgiving: Closed; Christmas Eve and Christmas Day: Closed; New Year's Eve Day: Close at 2:00 pm and New Year's Day: Closed

Motion: made by Lori Conant and 2nd Angela Buzzelli to approve the holiday hour schedule for Thanksgiving, Christmas Eve, Christmas, New Year's Eve and New Year's Day. No One Opposed. Motion carried.

Motion to Adjourn: made by Lori Conant and 2nd by Eric Noack. No One Opposed. Motion carried.

Adjourn: 8:37 pm

Respectfully Submitted,
Susan M. Mulcahy, Secretary
Wolcott Library Board of Directors

Approved: _____
Chairman/Vice Chairman