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# TOWN OF NORTH BRANFORD

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## NORTH BRANFORD LIBRARY BOARD

January 17, 2018

7:30 pm

Edward Smith Library

Special Meeting

Present: Carol Davidson, Chairman  
Debra Falvey, Vice Chairman  
Theresa Frandsen

Also, present: Library Director Lauren Davis, Public Works employee Ken Neubig

Chairman Davidson opened the meeting at 7:38 pm.

### 1. Minutes of November meeting

**MOTION:** Member Frandsen moved to accept the minutes of the November meeting, seconded by Member Falvey. With all in favor, motion passed.

### 2. Library Board Report

Chairman Davidson informed members that this would be her last meeting. She encouraged members to support the new Chair and serve the citizens of the Town as well as the Director to the best of their ability.

### 3. Library Director Report

Library Director Lauren Davis reported on the following:

#### a. Helen Glassens Retirement, Atwater Adult Services Librarian

Library Director Lauren Davis informed members of the upcoming retirement of Librarian Helen Glassens. The Town Council voted to lift the hiring freeze so the position will be posted. Ms. Davis overviewed the process for posting the position, as well as qualifications for the job.

Ms. Davis offered reasons for requiring a Bachelor's degree rather than a Master's.

#### b. Library website design

Ms. Davis overviewed information on the potential to redo the website along with some cost estimates and design ideas.

#### 4. Library Budget for 2018-2019

Library Director Lauren Davis distributed packets to all members with the budget request as well as changes for the upcoming year.

Members discussed options and restrictions with the endowments.

Public works employee Ken Neubig overviewed heating and cooling expenses in both buildings as well as the maintenance responsibilities.

There was discussion on the maker space expenses and protocol should any repairs need to be done.

Members discussed the importance of inviting Town Council members to the library to give them an overview of all that encompasses the library.

#### 5. Friends of the Library

##### a. Procedures and Bylaws

Library Director Lauren Davis informed members she met with representatives from Friends of Connecticut Libraries. She overviewed some of their suggestions for the North Branford Friends of the Library. Including suggestions for requirements, opportunities for nonprofits, bylaws, and help from the Connecticut Friends of the Library.

##### b. Membership

Discussed above.

##### c. Nonprofit Registration

Discussed above.

#### 6. Election of Library Board Officers

Will be placed on the February 21, 2018 meeting agenda.

#### 7. Adjournment

**MOTION:** Member Frandsen moved to adjourn at 9:20 p.m. seconded by Member Falvey. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso  
Board Secretary