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NORTH BRANFORD LIBRARY BOARD

February 21, 2018
7:00 pm
Atwater Library
Special Meeting

Present: Carol Davidson, Chairman
Virginia Fallon
Theresa Frandsen
Michelle Eligio

Also present: Library Director Lauren Davis

Chairman Davidson opened the meeting at 7:11 pm.

1. Minutes of January meeting

MOTION: Member Frandsen moved, seconded by Member Fallon to table the minutes of the January meeting until March due to lack of quorum available to vote on this item. With all in favor, motion passed.

2. Library Board Report

Chairman Davidson welcomed new member Michelle Eligio and reminded members that this will be her last meeting.

Ms. Davidson suggested as a service to the town, having a notary available to the public at the library would be helpful.

Library Director Lauren Davis informed members that there is a library employee who is a notary, she will ask her if she would be willing to notarize at the library.

3. Library Director Report

Library Director Lauren Davis reported on the following:

Atwater library position:

Ms. Davis reported she met with the Town Manager and they drafted an advertisement for the position, she overviewed her priorities for the position. The posting will close on Friday. She is hoping to meet with Mr. Paulhus to overview the applications and they will move forward in March.

Website Design

Ms. Davis reported she requested quotes from three separate companies to adhere to Town policy. She overviewed the companies and informed members she received two of the quotes and is waiting on the third. When that comes forward she will forward to the Town Purchaser.

Ms. Davis overviewed her priorities for trying to create a better digital presence, such as adding more data sites, remote access and online marketing tools.

Members discussed best ways to inform the public through emails and suggestions for obtaining permission for sending emails.

Constant Contact

Ms. Davis will meet with the rep for a demonstration on Monday. The program she purchased will allow contact for up to 2,500. She will update next meeting.

4. Library Budget for 2018-2019

Library Director Lauren Davis overviewed with members recent updated costs.

MOTION: Member Fallon moved, seconded by Member Frandsen to approve a budget request of \$698,615, as proposed by the Library Director. With all in favor, motion passed.

MOTION: Member Fallon moved, seconded by Member Frandsen to propose to the Town Manager and Town Council expenditures of \$28,000 from the Atwater Trust and \$2,000 from the Smith Trust in 2018-2019, to be used for collection materials and database subscriptions.

Members discussed the generosity of Mr. Flaherty, and ways to acknowledge his generosity.

MOTION: Member Frandsen moved, seconded by Member Fallon to propose to the Town Manager and Town Council an expenditure of up to \$11,000 from the General Gift Fund, Flaherty Fund, Friends of the Library, and other gift funds in 2018-2019. This expenditure will be for library collections, database subscriptions, programs and equipment.

Members discussed options of the Maker Space areas at the two libraries and the direction the libraries would like to go, as well as having a policy in place for the areas.

5. Meeting Room Policy and Rental

Library Director Lauren Davis overviewed recent history of revenue and expenses, which included library rentals. She also gave an explanation of revenue from the rentals which will go into the general fund. She gave suggestions on best practices moving forward, one of which was a revised meeting room policy. Members overviewed the revised policy.

There was additional discussion on type of groups (for profit versus nonprofit) that should be allowed to rent, rental fees, requesting groups sign a form and obtaining a security deposit.

Ms. Davis requested members overview the revised meeting room policy and report back to her with any questions or comments.

6. Election of officers

MOTION: Member Fallon moved, seconded by Member Frandsen to table the election of officers until the March meeting. With all in favor, motion passed.

7. Adjournment

MOTION: Member Frandsen moved to adjourn at 8:32 p.m. seconded by Member Fallon. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Board Secretary