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TOWN OF NORTH BRANFORD

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NORTH BRANFORD LIBRARY BOARD

March 14, 2018

7:00 pm

Edward Smith Library

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

Also present: Library Director Lauren Davis

Chairman Davidson opened the meeting at 7:14 pm.

1. Minutes of February Meeting

MOTION: Member Frandsen moved, seconded by Member Fallon to approve the minutes of the February meeting. With all in favor, motion passed.

2. Library Board Report

Chairman Davidson had nothing to report at this time.

3. Library Director Report

Library Director Lauren Davis reported on the following:

Vacant Atwater Librarian Position

Atwater Library position 33 application narrowed down to 10.
Lauren, Michelle and Michael Paulhus will meet to do interviews.

Members discussed qualifications being sought after. Library Director Lauren Davis explained that customer service, computer skills, and the ability to make people comfortable in the library are priorities.

Members opened discussion on the computer/technology proficiency of current employees. There was additional discussion on requirements of the schools and ways embrace the importance of technology.

Puzzle Off Contest

Ms. Davis reported that the 8th Annual even took place on Saturday March 10th. There were 13 teams, 84 people, all had fun and the event was a success.

Military Whist Fundraiser

Library Director Lauren Davis informed members of a recent fundraiser and suggested this as a fundraiser for the library.

Friends of the Library

Library Director Lauren Davis updated members on recent requests to receive appropriate paperwork from the Friends of the Library. After discussion members agreed that Ms. Davis should seek direction from the Town Attorney.

Ms. Davis reported that part time employee, Karen LeBanca is in the ICU overcoming an accident. Members discussed a possible gift for the family.

4. Library Budget for 2018-2019

a. Discussion of Budget workshop with Town Council

Ms. Davis informed members that last night they presented their budget to the Council. There were questions on the increase of the facilities as well as comp time.

Members discussed understanding the importance of comp time as well as the difficulty of working the public desk as long with setting up programs etc.

There was discussion on different accounts and what is appropriate to use excess funds for.

5. Meeting Room Policy and Rental

Library Director Lauren Davis overviewed the new Meeting Room Policy.

Members discussed procedures and fees that are in place through Park and Recreation and surrounding libraries.

Ms. Davis gave specific sanarios that the libraries have encountered. Members discussed other policies in place and what would work for North Branford.

6. Annual Book Sale

Members will discuss at the next meeting.

7. Election of Officers

Chairman Davidson opened discussion on fulfilling the new Chair position.

Members discussed responsibilities and duties of each position.

MOTION: Member Frandsen moved to nominate Member Fallon for Secretary, seconded by Member Eligio. With all in favor, motion passed.

MOTION: Member Eligio moved to nominate Member Frandsen for Chairman, seconded by Member Fallon. With all in favor, motion passed.

MOTION: Member Fallon nominated Member Eligio for Vice-Chair, seconded by Member Frandsen. With all in favor, motion passed.

8. Adjournment

MOTION: Member Frandsen moved to adjourn at 8:58 p.m. seconded by Member Fallon. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Board Secretary

