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NORTH BRANFORD LIBRARY BOARD

March 27, 2018

7:00 pm

Atwater Memorial Library

Special Meeting

Present: Theresa Frandsen
Michelle Eligio
Virginia Fallon

Also present: Library Director Lauren Davis

Chairman Frandsen opened the meeting at 7:04 pm.

1. Minutes of January meeting

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

2. Minutes of March 14 meeting

MOTION: Member Fallon moved, seconded by Member Eligio to approve the minutes of the March 14, 2018 meeting. With all in favor, motion passed.

3. Library Board Report

Chairman Frandsen reported she had spoken to member Falvey and relayed to members that due to some family issues she has been unable to attend meetings. She will be returning soon.

4. Library Director Report

- a. Atwater Adult Services New Hire

Library Director Lauren Davis announced the new librarian was Mr. William Tweed. Ms. Davis highlighted the qualifications he possessed during the interview process.

Board Member Michelle Eligio, having been on the interview panel overviewed the qualifications that she felt made him the most qualified applicant.

Ms. Davis informed members that Mr. Tweed comes from the Madison Library and will begin April 9th at the Atwater Library.

5. Library Budget for 2018-2019

a. Staff Comp Time

Library Director Lauren Davis opened discussion on the recent budget workshop and members discussed potential funding and needs of the library.

Ms. Davis updated members on her meeting with Town Manager Michael Paulhus regarding the comp time.

Members had a lengthy discussion on the appropriateness of the elevator at the Atwater Library as well as ADA regulations.

6. Meeting Room Policy

a. Rental

Library Director Lauren Davis reported on her conversation with Park and Recreation Director Lauren Munro, overviewing some of the policies Ms. Munro follows with regard to room rentals.

b. Insurance

Ms. Davis spoke to purchasing agent Michelle Knockwood regarding insurance, and was notified that rentals to for profit should contain their own insurance.

Member Eligio provided meeting room policy examples from other libraries detailing how they handle room rental requests from businesses, nonprofits, as well as private individuals including information regarding having renters, provide documentation such as EIN numbers and proof of insurance when applicable.

Members discussed the appropriateness of allowing for-profit businesses to use the rooms as well as policy considerations for non-profit organizations. Additionally, there was a discussion in regards to whether for profit tutors should be working out of the library.

7. Friends of the library

a. Procedures and Bylaws

Members discussed the need to better understand the mission of Friends of the Library group as well as to delineate the respective roles of both the Board and Friends.

b. Financial Statements

Library Director Lauren Davis informed members the Friends Children's Gift Fund is operating in the negative. She expressed the need for replenishing funds for the summer programs. Ms. Davis stated that funds in the amount of \$3,800 are needed. This number includes the expenses for the 2018 summer reading programs and to cover the \$1466 negative balance that is current from paying museum pass renewals

c. Fundraising

Was not discussed.

d. Annual Book Sale

Members discussed the next Annual Book Sale, stating they believed the book sale would move to the fall.

8. Adjournment

MOTION: Member Frandsen moved to adjourn at 8:50 p.m. seconded by Member Fallon. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Board Secretary