

Easton Public Library
Board of Trustees Meeting Minutes
February 4, 2019

In Attendance: Paul Wizda, Gail Gaye, Veronica Rozo, Lynn Zaffino
Call to Order: 7:10pm

Approval of Minutes: January minutes accepted with corrections; Lynn will correct and submit with February minutes

Treasurer's Report:

Gains will be minimal, because we are taking minimal risk

Re-invested money in 30 day account

As of March 31, Morgan Stanley cannot manage our account. We are in liquidation mode.

We would like to create a foundation once the expansion is done. We would need to establish a 501(c)(3) and a separate board. Need by-laws with the board.

Discussed Friends of Library becoming the Foundation.

The foundation would be geared towards fundraising.

Since Gail will no longer be on the Library Board after November, she may consider running the foundation. Lynn will put together a list of former Board members to see if they would be interested in being on the board of the foundation. It is not necessary to be a Town resident.

Library Director's Report: Annual safety review; discussed possibility of security camera at the library.

Mini-Golf is coming up. We have 14 hole sponsors. Still have a few more that need to be filled. \$100 dollars per hole.

Linda forwarded an email to Lynn about renewing membership to Association of CT Library Boards.

Gail moved to have Board renew membership in ACLB. Paul seconded. Unanimously approved.

Bills and Communication:

Postage for Fundraising letter - \$100

Innovation Space – Board pledges money for supplies - \$324.48

Silver, Petrucelli & Associates for Rendering – \$1545

Giving Tree - \$158

Bills Paid.

Old Business:

- a. **Expansion Status** – Bids will come in 2/13. Library Building Committee and architects will review these bids on this date.

b. Fundraising Status: - Two donations received for \$100 each. Two law firms from Linda's fundraising mailing.

\$13,420 has been received to date in Fundraising.

Board will place an ad in Easton Neighbors, using the interior rendering of the expansion.

We will spend up to \$500 for ad.

c. Appointment of Board Officer- Linda Dollard appointed Vice-Chair

d. Roadside Sign- A&Z Signs told us that we need to find out the town requirements. Phil told us that we need to apply to the Planning & Zoning commission requesting permission. Tabled for now due to finances.

e. 2019 Anne Lindquist Award Reception - Date: Sunday, April 7, 2019. Patricia Soltisiak is the recipient. Lynn will send out the invitations. We will advertise in Library Newsletter, program brochures, and flyers. We need to plan refreshments and coordinate. Possibly \$500 budget for this event. Linda Dollard will be asked to be in charge of event. Lynn offered to help. Food will be catered and delivered.

New Business

a. 2019-2020 Library Budget - proposed budget approved. It is an increase of only 0.6%

b. Security Cameras – will be discussed at the Library Building Committee meeting.

c. Board Training on Library Resources – 6:30pm on March 4, 2019

Meeting Adjourned at 8:50pm

Respectfully Submitted,
Lynn Zaffino

Easton Public Library
Board of Trustees Meeting Minutes
January 7, 2019
Library Conference Room
(Minutes accepted with corrections)

Attending: G. Bindelglass, L. Dollard, V. Rozo, L. Zaffino, Guest: G. Orticelli, Dana Benson and Claudia Nielsen

Meeting called to order at 7:05 p.m.

Minutes: December minutes were accepted

- **Treasurer's Report:** No report at this time
- **Library Director's Report:** Next week the Library will be open until 1000 for Study Nights. One Book/One Town has begun. Mini-golf fundraiser will be on March 16th. Still looking for hole sponsors. The classic film festival has also begun. Lynn will meet with Adam next week for preliminary budget meeting. Major line item will be building maintenance to bring the fire suppression system up to date.
- **Bills and Communications:** Two donations received not connected to the building fundraising letter. All bills received were paid.
- **Public Participation:** None
- **Old Business:**
- **Expansion Status:** An invitation to bid was placed in the Connecticut Post last week. A walk-through for potential bidders will take place January 15th at 930. Final bids will need to be received by February 6th.
- Storage and access to the books during renovation was discussed.
- **Fundraising for Expansion:** To date, approximately \$13,220 has been raised. Linda has mailed approximately 200 fund raising letters to specific people and businesses in town. Wilton Library's fundraising page on their website was shared and discussed.
- **Tutoring Policy:** The updated policy was presented to the Board of Selectmen last week. The policy was approved by the BOS. For-profit tutoring will be allowed in the library as long as the guidelines are followed. The policy was unanimously approved by the Library Board. The policy will be posted on the Library's website tomorrow.
- **Proctoring Policy:** Lynn distributed a policy regarding not having Library staff proctor exams. The policy will be posted on the Library's website. The policy was unanimously approved.
- **Appointment of Board Officers:** Tabled until next month.
- **New Business:**
- **Collaboration with the Friends of the Easton Public Library:** Discussion was had regarding setting up a brokerage account so that people have the ability to donate stocks to the Friends. In addition, there was a discussion regarding how to recruit more members for the Friends.
- **Roadside sign:** Looking to place a roadside sign to keep residents informed on happenings in the Library. It could also be used to encourage donations for the building expansion.
- **2019 Anne Lindquist Award:** Will be held on a Sunday in April. Potential recipients were discussed. An individual was unanimously chosen. The individual will be contacted by Lynn.

Adjournment: 905 p.m.

Next Meeting: February 4 2019 at 7:00 p.m.

Respectfully Submitted,
Gloria Bindelglass