

**Easton Public Library
Board of Trustees Regular Meeting Minutes
Library Conference Room
January 6, 2020**

Present: L. Dollard, G. Bindelglass, P. Wizda, S. Pearlman, A. Burke, V. Rozo, and L. Zaffino

1. Meeting was called to order at 7:09pm.
2. Minutes from December meeting were approved with a motion by Linda and seconded by Adrienne.
3. Treasurer's Report: No significant change in the balance at this time. New paperwork signed for account management.
4. Library Director's Report: Please see attached.
5. Bills and Communication: No bills received this month. Two donations received last month. Also, several donations were also received through the Giving Tree.
6. Public Participation: A question was posed regarding how to get self-published books into the library circulation.
7. Old Business
 - a. Children's Expansion: Two town residents that have expertise in architecture and construction have volunteered to review the current plans and determine if it could be done for under a million dollars. A meeting will be set up to review their conclusions.
 - b. Road Sign: The sandwich board type of road sign will be presented to Planning and Zoning Board for approval in an upcoming meeting. A question was posed as to which category of the town ordinance the sign would fall under. Linda will investigate further.
 - c. Records Retention: Will be discussed off line by Lynn and Adrienne.
 - d. Strategic Plan: Will be developed this year. A lot of the information will be taken from the Community Assessment survey that was completed last year as well as the evaluations from the staff development day. Multiple components of the Library services and the Library's mission will be developed. This plan will be a five year plan.
 - e. Collaboration with Friends of the Library: A meeting will be scheduled to meet with the members of the Friends to discuss fundraising options and other methods of collaboration.
8. New Business:
 - a. 20-21 Library Budget: Lynn will be meeting with the First Selectman this month to begin the budget process. The upcoming budget asks were discussed.
9. The meeting was adjourned at 8:37pm with a motion by Gloria and seconded by Linda.

Submitted by,
Gloria Bindelglass

EASTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – January 6, 2020
LIBRARY DIRECTOR'S REPORT

1. Kristine Oulman, our current Youth Services Programming Assistant, has been promoted to Youth Services Librarian, effective January 6. We are in the process of checking references on a candidate to replace Kristine.
2. Staff Development Day went well. Staff feedback was mostly positive. Everyone seemed to feel that it was good for morale, team-building, and staff bonding. A few suggestions for improvement will be followed up on going forward. My hope is to make this an annual event, preferably in late August.
3. Upcoming programs include the following:
 - 1/7 – Classic Film Series kicks off
 - 1/11 – Art Reception for Robert Brennan
 - 1/14 – One Book/One Town books released
 - 1/18 – Art Reception for Easton Arts Council
 - 1/21-1/23 – Midterm Study Nights (open until 9:30)
 - 1/23 – Career Coaching

Submitted by Lynn Zaffino
12/31/19