

Easton Public Library  
Board of Trustees Meeting Minutes  
July 9, 2018  
Library Conference Room

Attending: G. Bindelglass, K. Sogofsky, L. Zaffino, L. Dollard

Guests: Gina Ortecelli and Pat Soltiferiak

Meeting called to order at 7:00 p.m.

Minutes: June minutes were accepted

**Old Business:**

- Treasurer's Report: None
- Library Director's Report: The circulation desk position has been filled. Expected start date will be in two weeks. The summer reading program has also begun. Lynn is also investigating somebody to do customer service training with the staff.
- Bills and Communications: One donation was received.
- Public Participation: None
- Board Credit Card: A library credit card was obtained from Town Hall. This account is linked to the town account.
- Fund Raising for Expansion: Fundraising letters will be mailed to households in Easton. The letter will be jointly signed by the Library Board and the Friends of the Library. Examples of an informational flyer regarding a library expansion from another institution was presented and discussed.

**New Business:**

- FOIA Guidelines: The guidelines were distributed and discussed.
- Expanding Community Room: A question was raised regarding the community room space and if there was a need for expansion. It was decided that the space adequately serves the community's needs at this time.
- Room Rental Policies: Guidelines for the use of the library meeting rooms were reviewed. It was decided that a permanent sign will be placed indicating that "Events held in this room are neither sponsored by nor endorsed by the Easton Public Library." In addition, small revisions were made to the policy. The changes were approved unanimously.
- New Board Member: Paul Wizda has been appointed to the Library Board. He will join the board at next month's meeting.

**Adjournment:** 8:40 p.m.

**Next Meeting:** August 6 2018 at 7:00 p.m.

Respectfully Submitted,  
Gloria Bindelglass