

WILLOUGHBY WALLACE MEMORIAL LIBRARY  
COMMITTEE MEETING  
MINUTES  
Wednesday, April 11, 2018

The meeting was called to order at 7:04 p.m. Mary Donaruma served as chair for the meeting in the absence of John Malick. Others attending: Library Committee members Jo Buchanan, Robert Dargan, and Tom Pfaff; and Library Director Alice Pentz.

Public Comment: No members of the public attended.

Minutes of the November 29, 2017 special meeting were approved unanimously. (Motion by Dargan, 2<sup>nd</sup> by Pfaff).

The financial report: As of March 31, 2018, the WWML account balance was \$127,181.83. (Being uncertain of having a quorum for the meeting, we did not ask Jim Finch and the RBC representative to attend for a periodic review of the status of the account. We will plan for the review at our June meeting.)

Library Director's Report: Alice distributed copies of her report to the Committee members and discussed it.

At the time of Alice's presentation of the 2019 budget proposal to the Board of Finance, several numbers were not yet available, so there will be corrections once figures are finalized. Among the adjustments being made are the line items that include the salaries of the two full time staff members. Also, the figure for library automation has increased. The request for funding for an AED defibrillator has been taken out of the budget because the town has been able to provide one for us this year.

There have been several recent personnel changes and with these some changes in programming. Dale Welch has accepted a full time position. Emma Barnes has also accepted a full time library position in Orange. Both will remain as substitutes. Laura Gunneson began working as a new librarian assistant.

The Board of Selectmen has appointed Erin McCarthy to this Committee to fill the opening left at Laura Barr's resignation. We expect to have her join us at our next meeting.

Old Business:

Website: Alice, Laura Barr and a member of the Friends of WWML have been meeting to create guidelines for a new website and review submitted proposals. The committee hopes to have a selection for the new website in May.

New Business:

Library sign: Alice suggested using WWML funds to purchase a library sign to be installed at the intersection of Leetes Island Road, Stony Creek Road and Thimble Island Road.

AED : A decision must still be made on its location. All staff will be trained to use the defibrillator.

The meeting adjourned at 7:55 p.m.