

## Willimantic Public Library Board Minutes

**Date:** March 22, 2016

**Attendance:** Judd Ayer, Chair; Delia Berlin; J. Drusilla Carter, Director; Olga Ezis; Denise Flores; Merle Potchinsky

**Call to Order:** Chairman Ayer called the meeting to order at 7:05 pm.

**Citizens and Delegations:** Judd emailed John French from the Republican Party to help find a Republican (or non-Democrat) candidate for the library board but has not yet heard back.

**Acceptance of Minutes:** January meeting minutes were circulated (February's Board meeting had been cancelled due to inclement weather). Merle made a motion to approve the minutes as presented, Olga seconded. Minutes were unanimously passed as written.

**Reports:** Director's report of activities for February 2016 was presented. The board discussed the very successful writing workshop with about 25 participants of all ages and interests present. Director Carter mentioned the spare printer that is designated solely for tax form printing as the library has been unable to secure hard copies of Federal tax forms. Bathroom keys are now needed for patrons' use to prevent illicit activity in the rest rooms. Director Carter is stepping into a greater leadership role for the Connecticut Passport program beginning in April with approximately 2/3 of the State's libraries participating!! The Director's Report was unanimously approved.

**Old Business:** Construction Update: Architects and Joe Gardner were recently at the Library inspecting and taking measurements for renovations. They spoke with Director Carter about the priorities of the project which include updating the HVAC system, preparing the meeting room space, and making sure all wiring etc. is up to code. The three team leads will come to the library to observe the staff work flow so they can optimize the functionality of the space. They suggested that it is possible to complete renovations without having to move the library (they can work around the daily operations of the library) and may only have to close the library for a 1-2 week period during construction for deeper work (which would necessitate turning off water). They also suggested ways to help minimize renovation costs. Director Carter reported that the architect team seems like a strong and committed team and are well-attuned to input from the staff.

The Board also discussed additional ways they could support the renovation and enhancements to the facility.

### **New Business:**

-Library 'Patron Code of Conduct' was discussed with respect to use of cell phones in the library. Currently the Code states: *"Cell phones may ONLY be used in the lobby, and must be turned to silent mode while you are in the Library."* The Board suggested that: *"Patrons may only TALK on cell phones in the lobby..."* Olga moved to pass this change and Merle seconded; the board will ratify this change next month.

- Olga announced that she will be resigning from the board in the next 2-3 months. Her service has been greatly appreciated and Chairman Ayer articulated how much he has learned from her example.

**Other matters as may come before the Board:** None

**Adjournment:** The meeting was adjourned at 7:55 pm.

Respectfully submitted by Merle Potchinsky, Co-Secretary