

**Wallingford Public Library Association
Board of Managers Meeting
December 16, 2019**

A meeting of the Wallingford Public Library Association Board of Managers was held on December 16, 2019 at the Wallingford Public Library, 200 North Main Street, Wallingford, CT.

Board Members Present: Beth Brooks, Peggy Drew, Jaime Hine, Jared Liu, Carol Mikulski, Fred Monahan, Bill Pursell, Leah Russell, Willi Stahura, Suzanne Wright

Board Members Absent: Art Elliott, Julie Robison, Deron Chang, Maria Guadalupe Avila, Cliff Overstrum

Also Present: Jane Fisher, Library Director

Member of the Public in Attendance: None

Board President, Carol Mikulski determined that a quorum was present and called the meeting to order at 7: 31 p.m.

Public Comments: None

Approval of Minutes: The Board reviewed the minutes of the November 25, 2019 Board of Managers meeting. On a motion duly made by Ms. Brooks, seconded by Mr. Pursell, it was unanimously **VOTED** to approve the minutes.

Treasurer's Report: Ms. Brooks reported on the status of the Library's accounts as well as the year-to-date Profit and Loss Budget Performance as of November 30, 2019. The total of all accounts was \$2,875,747 and the total in the operating account was \$80,586. The statements reflect a \$50,000 donation.

Questions were raised regarding the wages paid to operate the Yalesville branch and the amount of funds budgeted for utilities at the Yalesville branch. Ms. Fisher stated that we currently separate Yalesville wages earned from wages at the main library on the profit and loss report. We may likewise consider budgeting Yalesville wages separately in the next fiscal year. The heat at Yalesville is maintained at a low temperature when the branch is not open.

Ms. Fisher explained that information about fines/lost books will be provided when the board discusses the policy regarding fines. She stated that the information about changes in fees will reflect data regarding the impact of the auto-renewal process. Questions were raised about how this will impact the budget. Ms. Fisher stated that it may be helpful to develop a budget both with and without fines to determine how best to address this issue.

On a motion duly made by Mr. Liu, seconded by Mr. Hine, it was unanimously **VOTED** to approve the Treasurer's report.

Library Director's Report:

The Board discussed options for participation in the Wallingford 350 parade. They agreed that the library should participate in the parade by marching and carrying signs supporting the library. The Board agreed that a library float would be too ambitious at this time. Leah and Willi volunteered to serve on an ad hoc committee to meet with staff to discuss this further.

Membership update: Ms. Fisher reported that in the current membership year, which began in October, we have 282 members, including 76 new members and we have generated \$13,275 in dues. We hoped for a better response to the annual membership mailer and will send a follow up letter to encourage non-renewing members to renew.

Project updates: Ms. Fisher discussed recommendations to use a \$50,000 donation from Marie Hulicki to update the area by the fireplace in the children's room. The new space will be designed for older readers who are not quite ready to make the transition over to the Teen Area. The new area will have comfy chairs for reading, updated computer tables, and most importantly, a big display of recommended books to read. With the new space we hope to be able to better connect this age group with great titles they may not have seen before. We are also looking to use donations made in memory of Joan Naylor to create a reading/study nook in an area that currently has an unused bulletin board.

Ms. Fisher also discussed the possibility of adding some banners or other ways to make our front streetscape more welcoming to visitors. Ms. Fisher stated that future designs for the downstairs area requires consultation regarding the poor heating in the downstairs area prior to seeking designs.

Mr. Monahan made a motion to approve the design phase, Ms. Russell, seconded the motion. All members voted AYE to approve and the award the project of \$4,655.00 to 4D Design and Decorating Services.

Ms. Fisher proposed a new project for a proposed art gallery in the front entrance area. She reviewed the components of the \$7,000.00 proposal for the design phase and construction management. The total project is anticipated to cost approximately \$30,000 which may be allocated from other donations. Ms. Fisher stated that the design will consider how best to utilize the current displays. Ms. Fisher stated that the artwork would change on a rotating basis. Discussion of security ensued, particularly given the proximity to the street. The board discussed the possibility of having artwork for sale with a commission to the library.

The board discussed the timeline for the two projects. Ms. Fisher recommended completing the two projects in phases with the Children's area project to be first and the streetscape and gallery projects to be completed prior the Wallingford 350 celebration.

Mr. Monahan made a motion to approve the \$7,000.00 proposal to design and supervise the art gallery project; Ms. Brooks seconded the motion. The Board voted unanimously to support the motion. Ms. Fisher will invite the designer to meet with the Board to discuss the vision for the art gallery.

Ms. Fisher reported on Amazon online sales, noting that the library has not yet been approved by Amazon, probably due to issues with the library name on file. She stated that there is a potential for the library to earn up to \$20,000/year. Ms. Stahura stated that there is a collection of approximately 300 books ready for sale. Other vendors such as Abe's Books or eBay may be explored. Ms. Fisher will continue to try to resolve the issue with Amazon.

Committee Reports: None

Ms. Fisher reminded the board of the following upcoming committee meetings:

Policy and Personnel: January 9 at 6:30 p.m.

Planning: January 14 at 8:00 a.m.

Budget and Finance: January 22 at 6:30 p.m.

Old Business: none

New Business: none

Correspondence: Ms. Mikulski passed around a thank you note from Assistant Director Amy Humphries who appreciated the thoughtful gift from the Board.

President's Comments: Ms. Mikulski reviewed committee assignments.

Adjournment: On a motion duly made by Mr. Pursell and seconded by Mr. Liu, it was unanimously **VOTED** to adjourn the meeting at 8:32 p.m.

The next meeting of the Wallingford Public Library Board of Managers is scheduled for Monday, January 27, 2020 at 7:30 p.m.

Respectfully submitted,
Suzanne Wright