

MEETING MINUTES

PRESENT: Beverly Warwick, presiding, John Guzewich, Christopher Keywork, Jennifer Citrolo, Sarah Buterbaugh, Natalie Barak, Margaret Cook, Maria Gagliardi, Debbie Firestone recording
EXCUSED: Marjorie Galen, Suzanna Frosch

Beverly called the meeting to order at 7:35pm

Jennifer moved to approve the minutes from the 10/15/18 meeting, John seconded. All in favor.

Maria began with the Librarian's Report.

- Children's Librarian Claudia Uccellani has accepted a full time position at a Westchester Library.
- Patrons served are down by 504 or 3%.
- Circulation of physical materials is down 1,655 or 8%.
- Check out of eBooks is up 1,375 or 150%.
- Children's book circulation is down 22% year to date, children's program attendance is down 10% and number of programs presented was down 13%.
- YA book circulation is up 3.5% and YA program attendance is flat.
- Adult book circulation is down 1% with adult program attendance down by 5% and number of programs up by 18%.

Natalie joined the meeting at 7:50pm

Old Business

Consolidation: Jennifer gave an update on the Consolidation progress that it seems to be in a holding pattern. We are still waiting to hear back from Pattern For Progress regarding doing a feasibility study. There are grants available to help cover the cost of the study, which have been estimated at \$10k-\$25k. We are also still trying to set up a meeting with the town to see if they have any input on what they would like to get out of the study.

Long Range Plan: Maria indicated that the Long Range Planning needed to move forward and scheduled a meeting for January 10, 2019.

Building Upgrades: A meeting will be scheduled with Marjorie, Margaret and Suzanna for a walk through.

Committee Reports

Building Committee: John reviewed building status.

- The Historic Board is waiting for a letter from us regarding keeping the electrical panels in the basement rather than relocating them to the outside of the building as O & R is requiring. They will endorse the letter as their show of support for our request to O&R.

Sarah left the meeting briefly between 8:00pm and 8:21pm

- The gutters are good to go and the arborvitaes are wrapped for the winter. Maria added that she has deer spray to treat the arborvitaes as well.

Financial Report:

Chris reviewed the financial and restricted accounts, where we are ahead of budget across all.

Natalie moved to accept the treasurer's report. Jennifer seconded. All in favor.

New Business

2019 Budget: Maria presented two variations for the 2019 budget. The basic difference was one included health benefits for a Children's Librarian and one did not.

Margaret Cook left the meeting at 8:15pm

Natalie moved to adopt the 2019 Budget that included the extra health insurance cost. John seconded. All in favor.

Personnel Committee: Need to form a committee to review compensation and benefits for full and part time workers. A meeting will be scheduled with Maria, Marjorie and Beverly for this purpose.

The meeting adjourned at 8:39 pm.

Next scheduled meeting was moved from February 14, 2019 to February 7, 2019 at 7:30pm.