

Wilton Public and Gregg Free Library  
Trustee Board Meeting Minutes  
November 11, 2016

The meeting was called to order at 8:03 a.m. Attending were Library Director Pat Fickett, and trustees Nikki Andrews, Helen Dalbeck, Alison Meltzer, Molly Shanklin, and Mary Ellen Brookes. Trustees Ron Brown and Lynne Stone and alternate trustees Sandy Perfito, Richard Rockwood, and Jan Woodard were absent. Volunteer Ruth Smith was an invited guest.

**Minutes** - approved as amended (Molly, Nikki)

**Treasurer's report** – approved (Mary Ellen, Nikki)

1. We are investigating options on our technology and maintenance needs.
2. Moved by Molly and seconded by Alison: **that we accept the Cambridge Trust investment policy with the two amendments suggested by Nikki.** The motion passed. The final vote will occur at the December meeting.
3. Moved by Molly and seconded by Helen: **that we accept the restricted donation of \$220.00 for November.** The motion passed.

**Director's report** - approved (Molly, Nikki)

1. The handyman search continues.
2. The Youngs have volunteered to subsidize an unfunded project. Pat will discuss with them.

**Nomination of officers for 2017**

Moved by Nikki and seconded by Alison: **that the following be nominated to serve as officers in 2017:**

**Chair: Ron Brown**

**Vice Chair: Lynne Stone**

**Treasurer: Molly Shanklin**

**Secretary: Mary Ellen Brookes**

The final vote will be at the December meeting.

**Friends of the Library report** - no report given as Deb did not attend the meeting

**Policy Manual update working group**

Pat, Molly, Nikki, and Mary Ellen will meet at noon on Wednesday, November 30.

**Email server** - The town is working on this.

**Janitorial / Maintenance position**

Molly mentioned the position as requiring about two hours a week with small maintenance projects. A suggestion was to contact the local schools and churches for interested people.

**IT support requirements** - discussed with the Director's report.

**LaPonsee bequest**

The distribution will occur in early January, 2017. Pat is trying to contact Terry Knowles in order to clarify the ways that we can spend the money.

**Memorandum of understanding between library and town**

Pat, Ron, Alison, and Lynne will meet immediately after the December meeting of the trustees.

**Old business** - none

**New business**

1. David Potter has asked to use an electric heater in the historical rooms. The trustees stated that Pat will need to see the unit in order to pass on its safety and efficiency. Other groups must be able to use it.
2. Pat received a request from a local business to hold its annual meeting in this room. After discussion, we decided to review our policy at the November 30 meeting. In the meantime, we will ask the business to request the use of the town courtroom.
3. Ruth Smith, a longtime library volunteer, spoke of her concerns about the responsiveness of the trustees to the role of volunteers. The trustees listened and agreed to consider all of her requests at the policy committee meetings. We thanked Ruth for her report.

The meeting ended at 10:05 (Molly, Mary Ellen).

The next meeting of the trustees will be on **Friday, December 9 at 8:00 a.m.**

Mary Ellen Brookes 11/11/16