

**Wilton Public and Gregg Free Library
Trustee Board Meeting Minutes
November 15, 2019**

The meeting began at 8:10 a.m. Attending were Library Director Pat Fickett, trustees Nikki Andrews, Ron Brown, Alison Meltzer, Molly Shanklin, and Alternate trustee Felice Fullam. Trustees Lynne Stone and Mary Ellen Brookes were absent.

Minutes from October 2019 - approved (Alison, Molly)

Treasurer's report - approved (Ron, Nikki)

1. Treasurer Molly Shanklin reported on the 2020 budget.
2. The trustees voted to change the retirement benefit to align with Town policy; this will add \$3612.93 to the budget. (Molly, Nikki)

Director's report - approved (Alison, Ron)

1. The US Census begins 3/12/20. The Library will serve as "Census Central" with a dedicated computer for filing.
2. The Board discussed and adopted the Town's Safety Manual and voted to accept it as policy (Molly, Ron). We discussed "disruptive patrons" scenarios and how staff should handle them.
3. The new Inter-Library Loan system is experiencing growing pains. Staff will continue to use it, supplemented with the system developed while the ILL was out of service.

Youth Services report – discussed

Facilities

The maintenance and repair list was analyzed and prioritized. Pat reported on estimates for repairing cracked plaster and windows, painting, and refinishing the front doors. Alison will look into repairing the lower-level storm windows and replacing locks on the furnace room doors. Molly will contact Giles Woodworking re: front doors and other woodwork. The search continues for a suitable desk for the children's area.

Fundraising and advocacy

Felice and Nikki will write a fundraising letter directed to businesses in town. It will focus on improving physical access to the building via a handicap ramp/lift for the outdoor space and possibly a crosswalk from the Forest Rd. parking area.

Old business

Officers nominated for 2020: Ron Brown, chair; Lynne Stone, vice chair; Molly Shanklin, treasurer; Mary Ellen Brookes, secretary. Vote will take place in December.

New Business

Alternate Trustee Felice Fullam accepted a position as Trustee, to fill the vacancy left by Helen Dalbeck's resignation. Two alternate trustees will be sought.

The meeting ended at 10:45 am. (Molly, Felice).

The next regular meeting of the trustees will be at **8:00 a.m. on Friday, December 20, 2019.**

Nikki Andrews for Mary Ellen Brookes 11/15/19