

## CPL Board of Trustees Meeting October 16, 2017

**Trustees Present:** David Paige, Linda Fox Phillips, Brian Wiggin, Lucy Philbrick, Donna Dolan, Stacy Sand

**Also Present:** David Smolen, Director

**Trustees Absent:** Debbie Cross

1. **Call to order.** Meeting was called to order at 5:00 PM.
2. **Consideration of Meeting Minutes, September 18, 2017 meeting.** Motion to accept the 9-18-17 minutes made by Donna Dolan. Linda Fox Phillips Seconded. **All in favor 5-0.**
3. **Treasurer's Report.** Motion to accept the report was made by Linda Fox Phillips, second by Brian Wiggin. **All in favor 5-0.**
4. **Acceptance of Unanticipated Revenue.** It was reported by Director Smolen the library has collected \$902 year-to-date in unanticipated revenue. Motion by Donna Dolan to accept the unanticipated revenue, Second by Lucy Philbrick. **All in favor 5-0.**
5. Director Report. *At this time Stacy Sand entered the meeting.* Director Smolen presented his report. Matters mentioned in his report include the following:
  - Cheryl O'Neill is presenting an internet security program at the Gibson Center
  - National Register plaque has been ordered
  - Tessa Narducci now performing A/V ordering
  - Monica Wood program at KHS auditorium October 26th
6. **2018 Budget Proposal** – Director Smolen led a discussion on the proposed changes to certain lines in the budget since the September Trustee meeting. The benefits, oil, and insurance lines have been adjusted with new numbers from the Town Finance Office. An adjustment was also made to the amount the Library will be sending to the Town as a contribution. A discussion ensued on these changes. A Motion was made by Donna Dolan, second by Stacy Sand to approve the changes. **All in favor 6-0.**
7. **Western walkway lighting** – Director Smolen led a discussion on the proposal from Public Works Director Paul Degliangeli to install an LED street light in the walkway area. The cost for installation will be approximately \$300. Motion made by Linda Fox Phillips to approve this lighting plan for the walkway, seconded by Donna Dolan. **All in favor 6-0.**
8. **Historical Materials Loan Policy** – Director Smolen presented a draft policy for loaning historical materials to other institutions. A discussion ensued. A few edits were made. A motion was made by Lucy Philbrick, seconded by Stacy Sand to approve the policy as edited. **All in favor 6-0.**
9. **Board Member Issues** – Lucy Philbrick mentioned a conversation she had with Paul D. about parking. A question was asked about the library's art work and if it was insured. Discussion ensued about NRHP celebration planning. December 2<sup>nd</sup> set as the date for the event.
10. **Set date for next Trustee meeting:** November 13th
11. **Adjourn.** Meeting adjourned at 6:02 PM

Respectfully Submitted,

David Smolen