

**Weston Public Library
Board of Trustees**

Meeting Minutes February 4, 2019

In Attendance

- Jennifer Warner, Director
- Alli Palmgren, Asst Director
- Doris Sullivan, Co-Chair
- Emily Hutcheson, Vice-Chair
- Joe Mullin, Trustee
- Julie Panagakos, Co-Chair
- Dee Freiberg, Trustee
- Mary Francois, Trustee
- Cecily Cassum, AIC
- Lisa Howe, FWPL
- Camille Schmidek, FWPL

Call to Order by co-chair, Julie Panagakos 9:35

The floor was opened for citizens' speak; no comments offered.

Approval of Minutes

Motion by Emily Hutcheson to approve amended minutes of January 7, 2019; **second** by Joe Mullin. **Motion passed unanimously**

Director's report

Exciting new services - book match where patrons fill out a form and librarians select books for them. The library does not track what patrons take out, but this service will ask for permission to track the books suggested.

Alli started a monthly email newsletter - very popular.

Branding - the process was helpful and illuminating. It was a well balanced group. Going forward, we will use the takeaways we learned in the process and will generate our own logo. We will likely keep the library's branding as is and move forward with something new for the AIC.

There will be a staff meeting on 3.20 to go over safety concerns, etc. There was a minor disturbance on Friday, which was resolved with WPD assistance.

A digital sign will be installed in the library soon to give information on town goings on.

Mary and Anne are doing a fantastic job with outreach to assisted living groups.

Jen offered an overview of her meeting with the Finance Committee.

AIC update - Cecily

Draft Articles of Organization were offered for review and for vote at the March trustees meeting. May will be a soft opening - it will not be the grand opening month. The grand opening is expected to take place in the fall instead. The new manager will be on board for a brief period of time before that - summer will be used to beta test the system before grand opening in fall. The job description for the manager will be posted today. The website will soon have room rentals front and center in order to have the building occupied during the summer. There was a discussion regarding the corporate rental market and the needs to attract that business.

Expectation is that the building will be available for occupancy in early March. There continue to be some issues with the walkway and granite slab at the entrance to the old library building, however the issues are on their way to resolution.

We would all like to note that Jen is doing a fantastic job in her first year as Director.

New business by Joe - wastewater treatment plants. Something has triggered a review of our wastewater treatment plant. There will be a BOH meeting in April on the issue that may have impact on the library.

Meeting adjourned at 10:51

Next meeting: March 4, 2019 at 9:30am

Respectfully,
Mary Francois