

Derby Public Library
Board of Director's Meeting
November 14, 2007

1. Board President Ms. Gleason called the meeting to order at 6:45 and had all stand for the Pledge of Allegiance.
2. Roll Call: Ms. Gleason, Ms. Bailey, Ms. Comboni, Ms. Rogers, Ms. Mattutini, Ms. Madura, Library Director, Ms. Williams. Mr. Stankye arrived at 6:50. Absent with notice were Ms. Hyder and Ms. Ducharme.
3. Agenda: Ms. Mattutini made a motion and Ms. Rogers seconded the motion that we accept the agenda as presented.
4. Public portion: There being no one from the public in attendance, public portion was closed.
5. Minutes: Motion was made by Ms. Rogers and seconded by Ms. Comboni to accept the minutes of the June 13 meeting as presented. Also, motion was made by Ms. Bailey and seconded by Ms. Mattutini to accept the minutes of the special July 5 meeting as presented.
6. Old Business:
 - a. Ms. Gleason reiterated that we are still in need of a secretary due to the stepping down of Ms. Rogers. Ms. Madura volunteered to fill the position.
 - b. Mr. Stankye commented that he was pleased with the results of the painting done at the Library.
7. New Business:
 - a. Director's report:
 - i. Ms. Williams informed us that the Capital Planning Commission has not yet approved payment to the contractor for the Capital Planning Project.
 - ii. Ms. Williams also informed us that she talked to M R Construction about the exterior entrance walkway and will talk to them further when they receive payment for the Capital Project
 - iii. Ms. Williams passed samples of Incoming Loans Forms and Deed Gift Forms for approval. Motion was made by Ms. Rogers and seconded by Ms. Comboni to accept said forms.

- iv. Ms. Williams reported that several resumes were received for the position of Library Assistant/Publicity Coordinator and she is in the process of interviewing.
- v. Ms. Williams informed us that VivianLea Stevens submitted her resignation as Library Assistant/Local History Coordinator. Ms. Stevens would possibly consider staying if her work hours were modified. It was suggested that Ms. Stevens rescind her resignation while the situation is reevaluated.
- vi. Ms. Williams brought up the custodian position and a discussion followed regarding the hours and time frame that the Library needs for custodial duties. Ms. Gleason has talked with Phil Robertson about this and the board is in agreement that the Mayor should be made aware of the situation.
- vii. Ms. Williams also informed us that the Mayor's office is considering different possibilities of handling any snow situation at the Library during hours when the custodian is not scheduled.
- viii. Ms. Williams mentioned that the annual meeting of the Valley Council for Health and Human Services is Tuesday, December 4 at Grassy Hill Lodge if we were interested in attending.
- ix. Ms. Williams also mentioned that the Library will once again will be a drop off site for Toys for Tots and Food Bank for the holidays.
- x. Ms. Williams passed out the completed (and submitted) 2006/2007 State Report.
- xi. Ms. Williams reported that the Library received donations in the amount of \$785.00 in memory of Frances M. Fallon, long time Library Board president and member, who passed away last month. A discussion ensued as to what to do with said money. No definite plans were made and will be further discussed.
- xii. Ms. Williams reminded us about the following events: Tellabration! on Friday, November 16 at 6:30pm; Holiday Open House on Tuesday, December 11 from 11am to 7pm with a Sing-Along at 3:30 by Irving School Council.
- xiii. Ms. Williams passed out the current budget update.

- xiv. Ms. Williams shared with us account balances. A discussion ensued regarding said balances and each amount was explained by Ms. Gleason. Also discussed how to best use this money.
8. There being no further business before the board, a motion to adjourn was made by Ms. Rogers and seconded by Ms. Comboni. Adjourned at 7:47pm.

Minutes are not official until they have been approved by the Library Board at the next official meeting of the Board.

Submitted by Violet Madura, Secretary, Library Board of Directors.