

1) **Call to Order** - A Regular Meeting of the South Windsor Public Library Board of Directors was held on February 27, 2024. The meeting was available virtually by Zoom. Meeting ID 826 5318 1974. The purpose of the meeting was to conduct the regular business of the South Windsor Public Library Board of Directors. The Meeting was **called to** order at 6:34pm. by Chairwoman Chiappetta.

PRESENT: K. Chiappetta, B. Asplund, C. Gallagher, C. Stroud, K-M Sharos

ABSENT: M. Andrus

ALSO PRESENT: K. Sullivan, Library Director
S. Reault, Business Manager

PUBLIC IN ATTENDANCE: None

2) **Friends of the South Windsor Public Library** – The Friends will offer a Jewelry sale on April 13, 2024. The grant outcome report to Hartford Greater Together Community Fund is due.

3) **Public Participation** – None

4) **Adoption of the Minutes** - It was moved and seconded (C. Stroud/B. Asplund) to adopt the **Minutes** of the Regular Meeting of January 23, 2024 voted unanimously.

Adoption of the Minutes - It was moved and seconded (C. Stroud/B. Asplund) to adopt the **Minutes** of the Special Meeting of January 30, 2024 voted unanimously

5) **Treasurer's Report** – It was moved and seconded, (Gallagher/Stroud) to accept the **Treasurer's Reports** from January 2024 be accepted and placed on file, subject to audit. Voted unanimously.

6) **Director's Reports** –

a) Statistical Report – January 2024

b) Report of Programs and Activities – January 2024

c) Comments:

Mr. Sullivan shared details about his conversations with the Town Manager regarding the pending adoption of the Library as a Town department. Conversations will continue as the transitions draw closer. The Library will close on Friday March 1 2024 at 1:00 for staff training. The parking lot lights have been installed, the walls of the Children's Department have been patched and painted and the WinterPops! concert was well attended. The next WinterPops! concert will be on March 23 at 7pm featuring A Blast of Wind. Mr. Sullivan shared a press release about the new technology acquired from the HGTC funds and the Friends gift.

7) **Old Business** –

a) Policy Review – Tabled

(i) Personnel Policy – Continued

(ii) Meeting Room Policy

(iii) Rules of Conduct

(iv) Unattended Children Policy

(v) Internet Policy

- b) **Equipment-**
 - (i) Friends Grant Purchases – all of the purchased items have been installed.
 - (ii) New Phone System Installation – Mr. Sullivan reported that the new phone system is working well. We are still waiting for the phone numbers to be ported over from Frontier, we have not yet received the date for the final transition.
- c) FY Budget 24/25 Budget - The Town Manager has directed the Library to take \$46,206 out of the submitted FY24/25 budget. Mr. Sullivan presented the FY24/25 budget as altered by the Town Manager. Reductions were made to line 110 Full-time Payroll and 221 Operations Materials. Mr. Sullivan continues to seek cost saving measures that will not impact the integrity and diversity of the services provided by the library.
- 8) **New Business**
 - a) Discussion Item – Board Bylaws
Mr. Sullivan shared the South Windsor Park & Recreation Commission By-Laws as a demonstration of an advisory committee’s By-Laws.
 - b) Reversal of policy – Staffing Requirement Policy. After discussion, no action was taken by the Board.
 - c) Any other business that may properly come before the Board – Carole Stroud informed the Board of her intention to resign from the Board effective April 1, 2024.
- 9) **Strategic Planning**
 - a. Review Goal 1 – After review and discussion the Board opted to expire the 5 year-old Strategic Plan and craft a new one that will align with new goals and objectives to position the library for the next five years of growth in the community.
- 10. Communications
- 11. Executive Session to discuss matters deemed confidential by law. - None
 - a. Personnel Matters (Only Board Members and Library Director Sullivan to attend)
 - b. Strategy (Only Board Members and Library Director Sullivan to attend.)
- 12. Library Board Chairman’s Comments
- 13. Adjournment

Motion 8:34 Adjourn Executive Session

Next Regular Meeting is March 26, 2024 at 6:30 pm

Respectfully Submitted,

Sandra Reault