

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
28 North Main Street
Monday, Nov 14, 2016 4:30 PM

Attending: Dan DeSanto, Mary Kasamatsu, Roy Lloyd, Alice Durkin

1. Call meeting to order: 4:30
2. Change/adoption of agenda: No Town Manager's Report
3. Approval of minutes: Minutes for October and November will be approved at the December meeting.
4. Treasurer's Report: The Town will be paid their share of a capital gains distribution. This happens occasionally depending on the market and the funds will be paid in January.
5. Library Director's Report: Mary distributed a draft of staff evaluations and a model that she would like toward. The group had an initial discussion of these changes but put off a fuller discussion until December. Mary will email out job descriptions as part of that anticipated discussion.
6. Policy Reviews: Another read-through of the policies document was made after Mary's first round of revisions. A few more revisions were suggested. The only substantive section left to be finalized is the privacy section. Dan created a document that is a flow-chart for staff and volunteers to follow in the case of a law enforcement records request. Dan will finalize this document and organize a training for staff, volunteers, and commissioners about our legal obligations to protect patron privacy.
7. Other Business:
 - Mary is looking into the cost for automated patron counters. She will have better cost estimates for the December meeting.
 - There was initial discussion of returning the book budget to pre-capital campaign levels.
8. Adjournment

Next Meeting – Monday, December 12, 2016 @ 4:30 pm.