

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
Monday, February 8th, 2021 - 5:00 PM
Regular Monthly Meeting, by Zoom videoconference
(Duly warned on Friday, February 5th, 2021)

Attending:

Christine Wulff, Co-Chair
Shannon DeSantis-Gile, Co-Chair
Curtis Ostler, Commissioner (Secretary)
Susan Mazza, Commissioner (Treasurer)
Dan DeSanto, Commissioner (past Chair)

Absent:

Almy Landauer, Library Director (ex-officio)
Bill Shepeluk, Town Manager (ex-officio)

Guests:

No guests attended

Minutes:

1. Meeting called to order at 5:08pm
2. Motion to adopt agenda by Curtis, seconded by Shannon, approved unanimously
3. Approve January minutes:
 - a. Motion to approve January 11th, 2021 regular meeting minutes by Susan, seconded by Curtis, approved unanimously
 - b. Motion to approve January 21st, 2021 special meeting minutes by Susan, seconded by Curtis, approved unanimously
4. Town Manager's Report
 - a. There was no Town Manager's report, nor Town Manager, at the meeting
5. Treasurer's Report
 - a. Susan Mazza updated financial information
6. Library Director's Report
 - a. The Library Director was absent, and none of the Commissioners had questions about the report
7. Other Business
 - a. Point of Privilege: Congratulations and Thank You to Dan DeSanto for his service on the Library Commission
 - b. New Commissioner on-boarding preparations –
 - i. Present the policy manual
 - ii. Make it clear the Commissioners' responsibility, and the limitations, understanding that the Library Director owns the management of the library, supervision of the staff, and development of programs.
 - iii. Present the updated personnel policy and staff list
 - iv. Present the annual calendar of Commissioner activities

- c. Annual review process discussion
 - i. The Commissioners reviewed the format for the Library Director's evaluation, and discussed how to implement for a mid-term review in the spring and an annual review in September, ultimately changing the Annual Review process to be September to August.
- 8. Meeting adjourned at 6:10pm

Next Regular Meeting – Monday, March 8, 2021 @ 5:00 PM