

WATERBURY PUBLIC LIBRARY COMMISSION MEETING

Monday, December 13, 2021 at 5:00 PM – 6:30 PM

SAL Room

PRESENT: Shannon DeSantis Gile (Commission Secretary), Susan Mazza (Commission Treasurer), Margaret Moreland (Commissioner), Maroni Minter (Commissioner), Christine Wulff (Commission Chair), Rachel Muse (Library Director), Bill Shepeluk (Town Manager)

No public present

1. Christine called meeting to order at 5:05 PM

2. Amendment/adoption of agenda

Maroni Motioned.

Margaret seconded.

3. Approve November 2021 meeting minutes

Maroni Motioned.

Susan seconded.

4. Public Comment

No public present

5. Town Manager's Report

- Budget 2021 update
- Question about town policy RE: family leave- not provided by the town
- Shannon ***made a motion to increase wages to 2% for employees hired prior to 2021, 1% increase for employees hired in 2021, and authorize an increase in the assistant librarian wage in accordance with experience and recognition of responsibilities.*** Susan seconded. All in favor. ***Motion adopted.***

6. Treasurer's Report

- Update on account signers at Morgan Stanley
 - Process outlined.
 - Plan to invite Morgan Stanley representative to the February board meeting for presentation.
- VSECU account update

7. Library Director's Report

- Many new volunteers spanning a wide age range
- Planned Parenthood collaboration to provide health products
- ORCA media collaboration to offer lending of multimedia equipment to members of the community

- Library staff continue to take COVID concerns into account with program planning, cutting back on in-person children's programming and providing more virtual program options accordingly.

8. Other Business

- Policy Discussion
 - Personnel Policy
 - Bill is speaking with an attorney about updating the policy. Will report to boards after review.
 - Any other policies that need reviewing?
 - Discussed translating policies into other languages.
 - Discussed placing circulation policies on the website.
 - Discussed updating Unattended Child Policy which was adjusted for pandemic. Will revisit.
- Strategic Plan: when/where to begin
 - Timeline: anticipated April 2021
 - Beginning preliminary research
- Library Accounts/Trust Management Discussion
 - Reviewed library accounts and trust management.
 - Discussion of library financial policy
 - Will discuss further at next meeting

Next Meeting: Monday, January 10, 2022 at 5pm

9. Adjournment at 7:19 PM

Respectfully Submitted,
Shannon DeSantis Gile
Waterbury Public Library Commission Secretary

Approved on: 1.10.22