

## **BOARD HIGHLIGHTS**

**April 13, 2010**

### **Personnel**

1. The Nominating Committee held several meetings on potential members for the Russell Library Company and Board of Directors and developed questions and an evaluation form for interviews.
2. We are working on a Whistleblower Policy and a Records Retention Policy.
3. Assistant Director Juliano will be in charge of the Library while the Director is on vacation, May 3-15.
4. The orientation for our new Assistant Head of Children's Services was completed.
5. We are working on a few personnel situations.
6. Holding Staff Meetings on two separate mornings is working very well.
7. The Director attended workshops on difficulties in the non-profit sector in the recession and on public sector state law updates.

### **Patrons**

1. We will not learn about our application for a Health Department grant, focusing on the well-being of middle-aged and older adults through program activities and resources, until May.
2. Our grant application for a Senior Cookbook was not approved; we will use donated funds for it.
3. The new magazine jobber is working out well.

### **Outreach**

1. We will not learn about our application for Community Development Block Grant funds for job and career services until May.
2. The Director attended a meeting on Triad, a new collaboration for older adult public safety, and will explore a possible tie-in by the Library.

### **Technology**

1. We selected the EnvisionWare public computer reservation system, with installation this summer.
2. We have completed making the Library fully wireless for public laptop use.
3. We are awaiting the City Information Technology staff to complete their work on our network.
4. We are examining the statistics we collect.
5. The Assistant Director attended a workshop on legal issues in using social media.

### **Community Cultural Center**

1. The Middletown Commission on Arts approved \$1,000 for the 2010 Middletown International Film Festival and we will use donations for the full amount needed.

### **Physical Plant**

1. Facilities staff solved the flooding problem in the Audio Visual/Young Adult office.
2. We are preparing an application for the Neighborhood Assistance Act, which provides a tax credit for a company, for an enclosed, energy efficient entranceway in front of the Library.
3. We met with the Mayor and City Departments on the Honeywell plan for energy savings.
4. We are working on a revision of Middletown Room policies.
5. Trustee Nelson and Assistant Director Juliano attended a space planning workshop.

### **Finances**

1. The Finance Committee met with Essex Financial Services on the Library investment.
2. The Mayor is recommending in the FY 11 Operating Budget 3 additional hours each for our Part-Time Older Adult Specialist and Library Computer Technician and a total of 15 hours in Circulation. A Part-Time Homework Helper was not approved. The Mayor is also recommending an overall Capital Non-Recurring Fund. Next step: City Council hearing.
3. The Friends of the Library earned \$1,000 on the weekend bag sale.