

**Cromwell Library Commission  
Regular Meeting  
Monday, September 10, 2018  
Arch Room  
Record of Votes and Minutes**

Present: Chairman Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Al Dickerson

Absent: Diane Mongold, Margaret Colella

Also Present: Library Director Kara Canney, Gerald Seagrave

1. a. New Cards / Replacement  
b. Call to Order: The meeting was called to order by Chairman Roberto at 7:45 p.m.

2. Approve/Amend Agenda: Barbara Grotheer made a motion to approve the September 10, 2018 agenda; Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie. *Motion passed.*

Al Dickerson arrived at 7:47 p.m.

3. Approval of Minutes of July 9, 2018: Kathy Newton made a motion to approve the minutes as written, Seconded by Martha Rennie. In favor: Marie Roberto, Martha Rennie, Kathy Newton, Al Dickerson. Abstained: Barbara Grotheer. *Motion passed.*
4. Town Council Liaison comments: Chairman Roberto said that she had spoken with the Mayor and that she would update the Commission during Executive Session.
5. Citizens' Comments: Gerald Seagrave provided copies of the Connecticut State Library Archives Policy to Barbara Grotheer for review by the subcommittee.

Mr. Seagrave also mentioned the Association of Connecticut Library Board's November 2, 2018 workshop at the University of Hartford. There was a brief discussion regarding the possibility of arranging for an on-site training session with the Berlin and/or Rocky Hill Library Boards and Friends Groups in lieu of attending the workshop. Director Canney will inquire as to availability for scheduling.

6. Reports
  - a. Chairman: There was no report.

- b. Library Director: Director Canney said that Discover Books had already emptied the donation bin. The library was accepting donations again.

Director Canney said that Lois Meltzer is retiring at the end of the year. She hopes to post the job advertisement in October and to fill the position by January 1. The revisions to the job description do not need to be reviewed by the Town Council.

She reviewed the Statistics Report and noted the increases in circulation, programming, and materials. Chairman Roberto suggested that she highlight the circulation in her report to the Town Manager. Director Canney said that about \$1,000 in revenue would be returned to the Town from the copier machine. She also mentioned that they were keeping track of the meeting room usage. She was looking into possibly acquiring a door counter to track patrons. There was a brief discussion about certain databases being discontinued and the increasing popularity of Hoopla. Director Canney said they were working on putting together an Entrepreneur Section.

Martha Rennie made a motion to accept the Director's Report with Statistics; Seconded by Barbara Grotheer. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Al Dickerson.  
*Motion passed.*

- c. Finance Report: Director Canney said that she had established a monthly budget for materials acquisition and that was working out well.

Martha Rennie made a motion to accept the Finance Report as written; Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Al Dickerson.  
*Motion passed.*

## 7. Old Business

- a. Expansion Renovation

Director Canney said the contract for the construction company is under review. She still thought that a fall groundbreaking was possible. She said that interviews for the Clerk of the Works position were being held on September 13, 2018, and then the opening of the bid packets. She said that she had a positive meeting with the construction company and they understood that she needed a physical space to offer some library services to the public. She said that the stacks may be wrapped and moved and that only certain areas and materials may be accessible at times. She said that the

construction company has completed several successful projects with positive reviews.

b. Materials Selection Policy

The Commission reviewed the draft Materials Selection Policy prepared by Director Canney. The policy currently in effect was last revised October 16, 2006. Director Canney did not make any changes to the Request for Reconsideration of Library Materials form.

Al Dickerson requested that future drafts be redlined.

The Commission reviewed the draft, section by section, and made note of their revisions, which addressed grammar, organization, and content. The Commission agreed that the policy should include a Request for Purchase of Materials, as well as a Request for the Removal of Materials, so that there is a stated recourse for the public.

Director Canney was asked to incorporate the changes and to provide the Commission with an updated draft for review.

8. New Business: None

9. Other:

- a. Executive Session: Chairman Roberto made a motion to move into Executive Session at 9:25 p.m. for the purposes of discussing security; Seconded by Barbara Grotheer. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

Executive Session ended at 9:45 p.m.

10. Next regular meeting date: October 15, 2018

11. Adjournment:

Kathy Newton made a motion to adjourn the meeting at 9:45 p.m. Seconded by Al Dickerson. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

Respectfully submitted,



Julie C. Petrella  
Recording Clerk