

REGULAR MEETING
Preston Public Library Board of Trustees
Tuesday, March 11, 2025 @ 6:30 pm
In-Person at Preston Public Library

Present: Kate Allingham, Kelly Ennis-Davis, Edie Sowa, Jenn Hollstein, Diane Deedy (Director)

Absent: Pat Bell

1. Call to Order by Kate at 6:31pm
2. Acceptance of February 11, 2025 Regular Meeting Minutes
Kate made and motion to accept, Edie seconded; passed unanimously
3. Public Comment - none
4. Treasurer's Report - on file
5. Correspondence
 - a. Donation from Community Foundation of Eastern CT from Joan Hauptfeld
 - b. Donation from American Online Giving Fund
6. Director's Report
 - a. February circulation figures were up from January 2025
 - b. HVAC inspection started
 - c. Furnace overheated and Diane is getting a quote for pressure safety switch for main unit
 - d. Request for town funds \$3,779 - programming, heating oil and electricity are largest expenses
 - e. Automatic doors, funded by American Library Association grant, have been installed
 - f. April calendar has been created
7. Normal Business
 - a. Finance
 - I. Budget update
 - II. Fundraising and grants
 - III. Payroll transition - on schedule
 - b. Facilities updates - getting quote to replace building smoke detectors
 - c. Policies - Personnel - tabled
 - d. Staffing updates
 - e. Programming - Earth Day
 - f. Town Meetings - Kate gave update
8. New Business
 - a. Fire inspection report reviewed
 - b. Budget Presentation Preparation

- c. Quarterly Financial Reports for Board of Finance
- d. Performance Evaluations - Diane will begin evaluations of staff
- e. April In-person Board Meeting - Friends, staff, and volunteers are invited

9. Executive Session

- a. Kate made a motion to go into Executive Session at 8:12pm; Kelly seconded, passed unanimously
- b. Kate made a motion to go out of Executive Session at 8:22pm; Kelly seconded, passed unanimously

10. Public Comment - none

11. Kate made a motion to adjourn at 8:23pm, Jenn seconded, passed unanimously

Respectfully submitted,
Kelly Ennis-Davis

Next Meeting: Monday April 21, 2025 at 6pm at Preston Public Library