

SPECIAL MEETING
Preston Public Library Board of Trustees
Tuesday August 12, 2025 at 6pm

MEETING MINUTES

Present: Kate Allingham, Kelly Ennis-Davis, Edie Sowa, Jenn Hollstein, Andrea Buka (Acting Manager); also Library staff members Kristine, Jill, and Marianne attended virtually

1. **Call to Order:** Kate called the meeting to order at 6:07pm
2. **Acceptance of Previous Meeting Minutes:**
 - July 7, 2025 Regular Meeting - Edie made a motion to approve; Kate seconded; passed unanimously
3. **Public Comment:** None
4. **Treasurer's Report:** On file
5. **Correspondence:** None
6. **Acting Manager's Report:**
 - Total circulation for FY 2025 was 22,868 items.
 - In July, there were 924 visits to the Library.
 - Fire extinguishers checked and approved.
 - Summer reading finale program Life Size CandyLand was a success.
 - Museum passes purchased by Friends of the Library are arriving and are available to patrons.
 - On Sept 6, 2025 at 10am at the Library there will be a dedication ceremony for the new Little Library in honor of former Library Board member and Friend Jan Clancy
7. **Business:**
 - a. Finance - Kate will make an appointment to meet with First Selectwoman
 - b. Facilities - cleaning discussed
 - c. Policies
 - i. Personnel policy reviewed and will be updated at next meeting
 - ii. Social media policy will be reviewed at next meeting
 - d. Transition
 - i. Director job description posted on various platforms; closing date is Aug. 22, 2025
 - ii. Library hours and staffing discussed
 - iii. Passwords given to Kate
 - iv. Kate updated approved signers on bank accounts

e. Staff questions and concerns discussed

8. Executive Session:

- Kate made a motion to enter executive session at 7:48pm, Kelly seconded; passed unanimously; Andrea invited to participate
- Kelly made a motion to exit executive session at 8:30pm; Kate seconded; passed unanimously

9. Public Comment: none

10. Adjournment:

- Kelly made a motion to adjourn at 8:32pm; Jenn seconded; passed unanimously

Next Meeting: Tuesday Sept. 9, 2025 at 6pm via Zoom

Respectfully submitted:

Kelly Ennis-Davis