

Preston Public Library

Board of Directors Meeting Minutes

Tuesday September 9, 2025 at Preston Public Library

Present: Kate Allingham, Kelly Ennis-Davis, Edie Sowa, Jenn Hollstein

Staff: Andrea Buka (Acting Library Manager)

- I. Call to Order - Meeting called to order at 6:37 pm
- II. Approval of August 12, 2025 Regular Meeting Minutes - Kate made a motion to approve, Jenn seconded, passed unanimously
- III. Public Comment - none
- IV. Treasurer's Report - on record
- V. Acting Manager's Report
 - a. New patron count sheet being implemented
 - b. Needing to rely heavily on volunteers to staff the Library
 - c. Summer Reading program concluded; 52 children participated
 - d. New children's Storytime programming starts soon
 - e. Little Library outside the Library built by Friends of the Library and dedicated to Jan Clancy
 - f. Facilities issues
 - i. Smell of gas in Library; NPU and Fire Department called to determine source
 - ii. Fire security system not working; Johnson Controls called
- VI. Normal Business
 - a. Finance
 - i. Quotes received and discussed from accounting firm for bookkeeping services
 - ii. Received quarterly disbursement from the Town
 - iii. New quotes were received for insurance renewal; will switch from Hanover policy to The Hartford policy
 - b. Library Policy
 - i. Kate made a motion and Kelly seconded to amend the personnel policy in defining full time and part time employment of Library staff; passed unanimously
- VII. New Business - none
- VIII. Executive Session
 - a. Kelly made a motion to go into Executive Session at 7:15pm; Kate seconded; passed unanimously
 - b. Kelly made a motion to end Executive Session at 8:05pm; Kate seconded; passed unanimously
- IV. Next Meeting: Tues. Oct. 7, 2025 at 6pm
- V. Adjournment - Kelly made a motion to adjourn at 8:10pm; Kate seconded; passed unanimously