

REGULAR MEETING
Preston Public Library Board of Trustees
Mon Nov 3, 2025, 2025 at 6:30pm via Zoom

MEETING MINUTES

Present: Kate Allingham, Kelly Ennis-Davis, Edie Sowa, Amber Lavallee (Library Manager)

1. Call to order at 6:34pm
2. Acceptance of previous meeting minutes
 - a. Oct. 7, 2025 - Regular meeting - Kate made a motion to approve; Edie seconded; passed anonymously
3. Public comment - none
4. Treasurer's Report - on file
5. Correspondance - none
6. Manager's Report
 - a. Nov and Dec program calendars have been finalized
 - b. New staff being trained
 - c. New staff desk log implemented
7. Old Business
 - a. Policy review
 - i. Material Review and Reconsideration, Collection Development and Maintenance, and Program Policies - Kelly made a motion to adopt the three policies; Edie seconded; passed unanimously
8. New Business
 - a. Insurance policy renewal
 - b. Notary process and costs discussed; will be revisited at next meeting
 - c. Town requesting a quote to replace the entire heating system compared to replacing the one broken unit
 - d. Kate is meeting with First Selectwoman on Nov 14
9. Public comment - none
10. Adjournment - Kelly made a motion to adjourn at 7:16pm; Kate seconded; motion passed unanimously