REGULAR MEETING MINUTES

Preston Public Library Board of Trustees

February 9, 2026 at 6:30pm at Preston Public Library

Present: Kate Allingham, Kelly Ennis-Davis, Edie Sowa, Jenn Konikowski, Brian Konikowski, Melissa Lennon, Roberta Charpentier, Laurie Waldron, Yana Kozleva, Amber Lavallee (Manager)

Absent: Natalie Caron, Joe Caron

1. **Call to Order** - Kate called the meeting to order at 6:29pm.

2. **Executive Session** - **Personnel Matters**
    a. Kate made a motion to enter Executive Session and to include Amber at 6:31pm; Brian seconded; passed unanimously.
    b. Kate made a motion to exit Executive Session at 7:03pm; Brian seconded; passed unanimously.

3. **Acceptance of Previous Meeting Minutes**
    a. Jenn made a motion to accept January 12, 2026 Regular Meeting Minutes; Brian seconded; passed unanimously.

4. **Public Comment** - none

5. **Treasurer's Report** - on file

6. **Correspondence**
    a. Cindy Varricchio requested the proposed Fiscal Year 2026-2027 Annual Budget be uploaded into ClearGov.

7. **Manager's Report**
    a. Programming
        i. Paint and Sip, Sci-Fi Book Club, Animal Experience, and Mindfulness programming in January was successful.
        ii. Staff will contact registered patrons with a program reminder the day before.
    b. Facilities
        i. At its January 14 meeting, the Board of Finance determined that the Library will cover $5,042.50 in heater rental costs incurred while the furnace was inoperable. This will be deducted from the Library's Quarter 4 payment from the Town.
        ii. The Library paid the Town $2,439.38 for a portion of the total HVAC invoice of $12,439.38.
    c. Funding
        i. Bob's Furniture donated a $1,000 gift card to purchase a couch for the children's reading area.

ii. Library staff are requesting donations and sponsorships for the Kentucky Derby fundraiser; Amber will research Uncas Health Dept. requirements to ensure compliance.

d. January Circulation
   i. 1,565 items were circulated; 498 digital resources (audio, ebook, and magazine) were accessed.

8. **Business**
   a. Cleaning
      i. Amber will share an updated quote for interior Library cleaning; Board members will vote by email on funding approval.
   b. Finances
      i. 2025-2026 Accomplishments and 2026-2027 Goals identified.
      ii. Proposed 2026-2027 annual budget discussed and clarifications made
         1. Melissa will help Amber with clarifications discussed and upload to ClearGov.
         2. Amber will share the proposed budget with Board members by February 13; members will vote by email on approval.
   c. Nominating Committee
      i. Board officer responsibilities reviewed.
      ii. Edie and Jenn volunteered to identify Board members interested in Board officer positions and report their findings at the March meeting.
   d. Policies
      i. Many policies require review and updating; committees will be identified at the March meeting to begin.
      ii. Clarifications to the Work from Home policy (Personnel Policy Manual, October 2025, p. 6) were discussed; the current policy remains in effect, requiring preapproval until the March Board meeting.
      iii. The Board discussed the PTO Scheduling and Usage policy (Personnel Policy Manual, October 2025, p. 8), including how time is documented and how remaining hours are calculated.
      iv. Library staff scheduling was discussed to ensure adequate coverage and operational efficiency.
      v. The Library Manager is required to secure Board approval before signing any contracts.

9. **Public Comment** - none

10. **Adjournment -** Kelly made a motion to adjourn at 9:06pm; Brian seconded; passed unanimously.

Next meeting: Monday March 9, 2026 at 6:30pm at the Library with virtual option