REGULAR MEETING
Preston Public Library Board of Trustees
Monday OCTOBER 12, 2026 @ 5:30 PM
In-person at the Preston Public Library and Zoom

ATTENDANCE: Jennifer Konikowski, Brian Konikowski, Natalie Caron, Joe Caron, Diane Deedy (Library Manager), Ian Siders, Megan Siders, Kaitlyn Clabbers, Courtney Majcher (Zoom)

1. Call to Order: 5:30 pm

2. Acceptance of previous meeting minutes: September 2026 – Regular Meeting (approved).

3. Public Comment: None

4. Correspondence: None

5. Treasurer's Report: The DEMCO check was lost in the mail for the shelving purchase. We canceled the check and sent a new check again through a certified letter.

6. Manager's Report:

a.Circulation: Circulation is up and the most popular categories are for Pictures book, Adult Fiction, and Juvenile Fiction.

b. Correspondence: We got a donation from American Online Giving Foundation.

c. Programming / Fundraising:
-November and December calendar was reviewed.
-Book club December title is forthcoming.
-We will be hosting early voting at the library: October 18- November 1.

d. Facilities:
-Emergency lights have been fixed.
-We need an occupancy sign (will talk with fire marshals).
-Outside faucet has been fixed.
-Waiting on solar panel information from the town.

e. Staff/Personnel
-Need to update Paid Time Off section of Personnel Policy.
-Jen made a motion to approve adding the language of the following: Employees will be allotted 2 days of unpaid days off per quarter but employees have to use paid time off before using unpaid time. The motion was seconded by Ian and approved.

-One week's notice as a minimum for notice of time off for paid time off but if sick or an accident employees can use paid time off but needs to notify supervisor as soon as possible prior to shift.
-Jen made a motion to approve refining the lagrange of time off to the following: All employees will have to use all their personal time before the end of the year or will be subject to losing it. For those who have time that has been rolled over will be grandfathered in. The motion was seconded by Kaitlyn and approved.

f.Finance:
-990 is finished and filed.
-Bill Report was reviewed.

7. New Business:
-Library is considering holding a week-long book sale in January.

8. Old Business:
-Solar panel information request from the town.
-Annual report filed with the state library.
-ConneCT Laptops are being catalogued.
-The Contract with Town review is still pending.

Next regular meeting November 9th, 2026.

Adjournment 6:30pm

Signed,
Courtney Majcher, Secretary