

**Plainville Public Library  
Board of Trustees  
Regular Meeting Minutes  
November 14, 2023  
APPROVED**

**CALL TO ORDER: 6:00 P.M.**

**PRESENT:** Rebecca Ireland, Joyce Goldberg, Barbara Davison, Julia Underwood, Rosemary Morante, Town Council Liaison

**ABSENT:** Pat Fongemie

**STAFF:** Trish Tomlinson, Library Director

**1. Public Comment**

There was no public comment.

**2. Request for Additional Agenda Items**

There were no requests.

**3. Presentation by RBC Investment Advisors**

Rich Rapp and Randy Peteros from RBC Investment Advisors discussed the current market and recommended that the overall portfolio's asset allocation to fixed income securities be increased by five percentage points by reducing the allocation to equities by the same amount. The purpose is to take advantage of the significant increase in interest rates over the past year and thereby enhance the yield to the overall portfolio.

Board of Trustee members will review the information presented and vote at the December meeting.

**4. Review & Approval of Previous Meeting Minutes**

Motion was made by: Barbara Davison motioned to approve Minutes for October 10, 2023 as presented.

Seconded: Rebecca Ireland

All in favor: 4 to 0.

## **5. Financial Report**

Discussion: No issues.

## **6. Statistical Report**

Statistics numbers show a significant increase from last year. Online database usage has been down for some time.

## **7. Department Reports**

### **a. Adult Services and Youth Services**

Adult Services and Youth Services Productivity Reports for October are in meeting packet for reference. Highlights include continuation of marketing efforts, webinars, school outreach and support. Displays throughout the building have received praise from library patrons.

The posting for Margaret LeMasurier's position has been submitted but not yet approved by the Town. Trish will follow up with Mike Paulhus and Stacy Buden for a status.

## **8. Director's Report**

a. Bird egg transfer agreement draft still in process  
Town and Yale attorneys are drafting an agreement.

b. Fine-free update  
There has been a slight increase in revenue since the library stopped charging overdue fines for most items

c. PHS Career Day and Discovery Day  
Library staff participated in Career Day at Plainville High School. In addition, Discovery Day brought three students interested in publishing to meet with Trish and Kari Burgess for a lengthy and positive discussion.

d. Security cameras: policy draft  
Four 4-way cameras have been installed at the property within and outside the library. Data is saved digitally to the Town of Plainville network cloud storage. 24-hour surveillance signs are posted.

Motion was made by: Julia Underwood to table security cameras discussion.

Seconded: Barbara Davison

All in favor: 4 to 0.

- e. Local author submissions policy and form drafts  
Discussion will take place at the December meeting.
- f. Strategic Planning Cohort  
FYI: First session for directors is on 11/28/2023
- g. Capital Improvement budget requests for FY25-29  
Requests are due on December 1st. A new HVAC system will be in the request.

**9. Adjournment:**

Motion was made by: Barbara Davison to adjourn the meeting at 8:00 pm.

Seconded: Rebecca Ireland

All in favor: 4 to 0.

Respectfully submitted,

***Dawn Guite***

Dawn Guite, Recording Secretary

*The next regularly scheduled meeting of the Board of Trustees for  
Plainville Public Library is on  
**Tuesday, December 12, 2023 at 6:00 p.m. in the Library Trustees Meeting Room.***