

**TOWN OF WETHERSFIELD  
MEETING MINUTES**

**Wethersfield Library Board  
Minutes of March 22, 2016**

**Members present:** Joe Aguiar, Dorene Ciarcia, Martha Conneely, Peter Denegre, Hannah Granfield, George Kelly

**Members excused:** Mary Frazeur, Laila Mandour, Terry Santapaola

**Others:** Brook Berry, Library Director  
Amy Bello, Town Council Liaison  
Carolyn Vallieres, Co-Chair, Friends of the Wethersfield Library  
Michael Turner, Town Engineer, Town of Wethersfield  
Sally Katz, Director of Physical Services, Town of Wethersfield

**CALL TO ORDER:**

Chairman Dorene Ciarcia called the meeting to order at 7:02 p.m.

**PUBLIC COMMENT:**

None

**ADDITIONS TO THE AGENDA**

None

**APPROVAL OF THE MINUTES**

Martha Conneely moved approve the minutes of the January 26, 2016 meeting. Peter Denegre seconded. All present voted in favor, except Hannah Granfield, who abstained.

Martha Conneely moved to approve the minutes of the February 23, 2016 meeting. Peter Denegre seconded.

All present voted in favor.

**LIBRARY RFQ - ARCHITECT/ENGINEER FIRMS**

Sally Katz, Mike Turner and Brook Berry summarized the process followed in soliciting and reviewing the responses to the RFQ for the initial phase of the interior redesign project. Proposals were received from six firms. Four were interviewed. Based on this process, Sally, Mike and Brook recommend that the Town engage Lothrop Associates LLP to provide architectural design services for the project.

## MOTION TO RECOMMEND SELECTION OF LATHROP ASSOCIATES LLP

Hannah Granfield moved that the Board recommend that the Town Council authorize its representatives to negotiate a contract with Lathrop Associates LLP to provide architectural design services consistent with the Capital Improvement Project previously approved for this purpose. Peter Denegre seconded.

All present voted in favor.

## FRIENDS OF THE LIBRARY:

Carolyn Vallieres reported that attendance at Friends' Board meetings has been very good. The Friends will continue to meet monthly in the Community Room.

Preparations are continuing for the Book Sale. This year there will be more space for the books, with the addition of the Children's Program Room.

The Friends hope to sponsor more events and projects, in addition to the Summer Reading Program and other programs they already sponsor.

## COUNCIL LIAISON

Amy Bello reported on recent Council activities. The Council recently commended Mike Turner for his service to the Town and congratulated him on his impending retirement. The primary focus at this time is the Town Budget. The Board of Education has proposed a 1.97% increase in its budget.

## LIBRARY BOARD CHAIRMAN

Dorene discussed the timeline for the initial phase of the interior design project. May 2 is the tentative date for seeking Council approval of the hiring of the architect.

Dorene reported that she attended the last meeting of the Friends and was impressed with the level of interest among the members. She discussed the preliminary thoughts about the configuration of the teen space and the Friends' Book Nook, which was part of the RFQ to the architects.

## DIRECTOR'S REPORT

Brook discussed the February monthly report and statistics. Program attendance has generally been good, despite occasional cold weather. Among the highlights were the Take Your Child to the Library Day and the Weight Loss program.

Brook has been speaking to the new RFID vendor. There is concern about possible service charge increases.

The first arbitration session on the union contract is scheduled for June 27. In addition, Brook hopes to make an offer to a Public Service Officer candidate this week. Finally, the State Library recently assumed responsibility for picking up and delivering books among the libraries. There is concern throughout the region over delays in responding to patrons' requests for books from other libraries. This is being addressed through our consortium.

Brook also discussed the current draft of the budget and the budget narrative. Any increases are almost entirely due to non-discretionary items such as salaries, insurance and pension contributions. The salary arbitration creates further uncertainty. Once again we have to forego new initiatives such as a full-time Teen Librarian.

The public hearing on the Town Budget will be held April 18 in the Council Chambers.

### COMMITTEE REPORTS

Dorene reported that the Finance Committee met recently to discuss the budget and for its annual meeting with Rosario Polino of Raymond James, the Library's financial consultant. The Committee asked Rosario for recommendations on fund allocations and other matters, and a follow-up meeting is scheduled for April 19. The Committee is also considering recommending changes in investment policies and procedures and hopes to have some proposals ready for the next Board meeting.

The Outreach Committee will meet in the next several weeks.

### ADJOURNMENT

Martha Conneely moved to adjourn. Hannah Granfield seconded. All present voted in favor. The meeting adjourned at 8:16 p.m.

Respectfully submitted,  
George Kelly, Secretary.