

**TOWN OF WETHERSFIELD
MEETING MINUTES**

**Wethersfield Library Board
Minutes of May 24, 2016**

Members present: Joe Aguiar, Peter Denegre, Dorene Ciarcia, Martha Conneely, Mary Frazeur, Hannah Granfield, George Kelly, Laila Mandour and Terry Santapaola

Others: Brook Berry, Library Director
Carolyn Vallieres, Co-Chair, Friends of the Wethersfield Library
Amy Bello, Town Council Liaison
Jeff Kotkin, Finance Committee
Paula Rubenbauer, Library Staff
Jeff Bridges, Town Manager

CALL TO ORDER:

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

PUBLIC COMMENT:

Paula Rubenbauer spoke on behalf of the unions representing the Library staff and management collective bargaining units. She presented the views of the union membership on the status of the contract negotiations.

Jeff Bridges also commented on the status of the negotiations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE MINUTES

Hannah Granfield moved to approve the minutes of the April 24, 2016 meeting. Joe Aguiar seconded. All present voted in favor. The motion passed, 8-0.

FRIENDS OF THE LIBRARY:

Carolyn Vallieres stated the Friends had received a bequest of \$10,000 from the Davidoff family. She and Brook met today with Frank Davidoff, the executor of the estate and toured the Children's Section. The bequest specifies that the funds be used for the children's collection and programs.

The Book Sale was not as successful as hoped. One problem was that it was held on the same weekend as the Newington Library book sale. Carolyn will see if next Spring's

Book Sale can be held earlier in April. Having the children's books in the Children's Program Room this year was a success. Nearly all the children's books were sold. Another positive was that volunteers from the Carpenters Union proved to be very willing volunteers, helping with the setting up and taking down of the book displays. Carolyn presented them with a framed certificate and gift card in recognition of their efforts.

COUNCIL LIAISON

Amy Bello reported that the Council recently approved the Town budget. The Library budget was approved in its entirety.

LIBRARY BOARD CHAIRMAN

Dorene remarked that it was rare to have members of the public speak at meetings, but that their participation is welcome.

Dorene also stressed the importance of giving appropriate recognition to donors and of making sure that the Board maintains information about donations so that future Boards This led to a brief discussion about how to accomplish this.

DIRECTOR'S REPORT

In addition to the approval of the budget, Brook addressed several other financial issues. The custodial contract has been finalized; the cost to the Library will not change significantly. The server has been installed. Testing and file migration is ongoing. The request for proposals for developing the new website is out. The cost is expected to be in the range of \$15,000 to \$17,000.

With respect to the proposed redesign, the architect's contract is being reviewed by counsel. Brook hopes it will be ready to go to the Town Council in June. It is unlikely that we will be able to meet the September 1 deadline for applying for a State Library Construction Grant. We will aim for next year instead.

On the staffing front, the new Public Services Manager starts work June 13. Interviews for the Technology Librarian position will be held this week. The part time librarians have started in their positions.

The interlibrary delivery system continues to present challenges. The State Library has not yet developed a satisfactory logistical process. The libraries are addressing possible alternatives to the current system.

COMMITTEE REPORTS

Dorene reported that the Finance Committee met again in May. Rosario Polino, the Board's outside financial consultant, attended the meeting, but we are still waiting for recommendations on the appropriate investment goals for the various accounts. Brook, Dorene and Jeff Kotkin will meet with Rosario next week to continue the discussion.

The Committee has begun the process of revising the Short Term, Endowment and Investment Policies. The current suggested revisions were reviewed. Jeff Kotkin has agreed to review the policies.

The Outreach Committee has not met. Hannah offered some suggestions for outreach efforts.

EXECUTIVE SESSION

Martha Conneely moved to enter executive session for the purpose of discussing personnel matters. Laila Mandour seconded. All present voted in favor. The motion passed 9-0. The Board entered went into executive session at 8:05 and came out of executive session at 8:09.

ADJOURNMENT

Joe Aguiar moved to adjourn. Peter Denegre seconded. All present voted in favor. The motion passed, 9-0. The meeting adjourned at 8:10 p.m.

Respectfully submitted,
George Kelly, Secretary.