

**Wethersfield Library Board
Minutes of January 24, 2012**

Members present: Dorene Ciarcia, John Gallivan, Ellyn Laramie, Clare Meade, Jenny Miglus, Dan Silver, Laurie Wrona.

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends of the Library President; David Drake, Council Liaison; Jeff Bridges, Town Manager

Absent: David Troy

CALL TO ORDER: Clare Meade called the meeting to order at 7:00 p.m.

EXECUTIVE SESSION:

- **It was moved, seconded and carried to go into executive session for the purpose of discussing union negotiations.** Present were D. Ciarcia, E. Laramie, C. Meade, J. Miglus, D. Silver, L. Wrona, L. Goodgion and J. Bridges.
- David Drake and Martha Mayer left the room.
- John Gallivan arrived at 7:04
- **It was moved, seconded and carried to end the executive session at 7: 20.** D. Drake and M. Mayer returned.

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None.

FRIENDS OF THE LIBRARY:

- The December book sale grossed \$4,140; the Book Nook, \$408 and Keep the Change \$22.50.
- The Friends are working out details of a fund-raising raffle. State laws on this are complex.
- Weeded books were picked up by a book salvage company. Proceeds were \$145.

TOWN COUNCIL LIAISON:

- The budget season has begun. Council will be meeting with the Finance Committee of the Library Board soon.
- Council will be taking a preliminary look at Privatization as an option for the library.

LIBRARY BOARD CHAIRMAN:

- Usage of the library remains high as indicated by Laurel's reports.
- Clare proposed creating **Study Committees** composed of board members. These ad hoc committees would research a topic and then report to the board. Suggestions are:
 - Adding non-voting high school student members to the board. Clare and John Gallivan will be working on this.
 - Privatization – what are the pros and cons?
 - Union negotiations. The board should be aware of what is covered by the contracts.

APPROVAL OF THE MINUTES OF DECEMBER 6, 2011.

It was moved, seconded and carried to approve the minutes of December 6, 2011 as corrected.

LIBRARY DIRECTOR'S REPORT

- Laurel requested \$2,200 from the short term fund for the purchase of another CD rack. **It was moved, seconded and carried to approve \$2,200 to purchase a new CD rack.**
- Funds from the Jane Sjomán bequest have been deposited. The Library Legacy brochure is also bringing in funds. These will be deposited in a separate endowment account.
- Laurel has attended the town's Salute to Business, the State of the Town Breakfast, and has been on the interview panel organized to select a new library director in Granby.
- RFID checkout has begun. There are some technical issues, and there is a learning curve for the staff but overall it is going well. The installation of the self-checkout units are in process. The staff have created a promotional campaign – "What's the buzz?" to promote the RFID express check (self checkout) option.
- An RFID thank you celebration is being planned by the library and the Friends for Feb. 23.
- The CASSIE/SPOT installation is continuing.
- E-books have created a new user group for the library. Laurel passed out copies of a bookmark created by Ken with sources for free e-books.

PROPOSED LIBRARY OPERATING BUDGET FOR 2012-2013:

- Laurel presented the proposed library operating budget for FY '13 along with a detailed explanation of each section.
- After it is approved, the next step is for her to translate it into the program format requested by the town manager. It is then entered into the town's financial system (MUNIS). The deadline for this is February 17.
- It was agreed the board would meet again on Thursday, February 2, at 5:30 pm to vote on the budget.

COMMITTEE REPORTS:

Finance Committee –

- The committee has worked hard on the current version of the budget.
- The committee will be meeting to set investment guidelines for the Sjomán fund.

Outreach Committee –

- Joanne Ricardi, John Gallivan and two of the three students on the publicity project team toured the library in December.
- The students involved in the project are Olivia Hurley, Cara Balesano and James Cavasino.
- Jenny has corresponded with Olivia; the group was planning to present their initial project plan to Joanne on Friday, January 20.
- The students suggested the following as an example of a successful library Website for teens: <http://www.clpgh.org/teens/>.

Meeting was adjourned at 8:42 p.m.

There will be a short board meeting on Thursday, February 2, at 5:30 p.m. to vote on the budget. The next regular board meeting will be on February 28, 2012 at 7 p.m.

Respectfully submitted:
Jenny Miglus, Secretary