

**Wethersfield Library Board
Minutes of August 23, 2011**

Members present: Dorene Ciarcia, John Gallivan, Ellyn Laramie, Jenny Miglus, Dan Silver, David Troy, Tim Tuell, Laurie Wrona

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends President;

Absent: David Drake, Clare Meade.

CALL TO ORDER: Tim Tuell called the meeting to order at 6:57.

PUBLIC COMMENT: None

INTRODUCTIONS OF NEW LIBRARY BOARD MEMBERS: New members Dorene Ciarcia, John Gallivan, Ellyn Laramie, and Laurie Wrona introduced themselves to returning members and vice versa. New members were roundly welcomed.

ADDITIONS TO THE AGENDA: None.

FRIENDS OF THE LIBRARY:

- Eileen Albrizio, poet and Wethersfield resident will be the speaker at the Friends' annual meeting on October 11.
- The e-mail database compiled by the Friends is in the testing phase.

TOWN COUNCIL LIAISON: No report.

LIBRARY BOARD CHAIRMAN: [Chairman's notes read by Tim Tuell]

- Library Director, Laurel Goodgion has been elected president of the Member Council of LCI, the computer consortium to which the library belongs.
- Chair, Clare Meade will be traveling frequently for her job. Vice Chair, Tim Tuell will preside when she is absent.
- Clare would like the board to consider whether it is necessary to meet every month.

APPROVAL OF THE MINUTES OF JUNE 30, 2011.

It was moved, seconded and carried to approve the minutes of June 30.

LIBRARY DIRECTOR'S REPORT

- Laurel distributed copies of the latest operating budget, an executive summary, and the short-term funds account reports. She gave an explanation of line items for the benefit of new members.
- Staff changes: Celia Allison has been hired full time as manager of the Collection Services department to replace Joan Guthier, who retired in July. She will start in September, in time to review applications for a full-time assistant to replace Andrea Kogut. The application deadline for the assistant position is September 16. The library has received 79 applications for 2 part-time shelving positions.
- Laurel participated in an information sharing session with other town agencies to share information on each agency's programs for youth.
- Laurel gave an overview of recent library events.

- The new *Hartford Courant* reporter covering Wethersfield, Bill Leukhardt, is providing very good coverage of library events and issues.
- Laurel distributed a report of progress on the RFID project. The collection is 84% tagged to date. She gave a report to the town council last night and they were impressed with the progress.
- Laurel passed out a list of upcoming events where Board attendance is encouraged.
- Saturday, November 19 is a possible date for the Board retreat, but this is not definite.
- Laurel's progress report on her Strategic Directions objectives for 2011-2012 was discussed. The format of this report is effective and she is making good progress.

LIBRARY TECHNOLOGY PLAN 2011-2013:

It was suggested that dollar amounts would be helpful in reviewing the Technology Plan. The plan could then be discussed in the Finance Committee before being presented to the Board for approval. Laurel said she would provide figures. **A vote on the Library Technology Plan was tabled pending review of dollar amounts by the Finance Committee.**

PROPOSAL TO APPROVE FUNDS FOR E-BOOK PROJECT:

The e-book proposal was discussed. These e-books would only be available to Wethersfield residents. While Laurel is generally opposed to restricting access to library materials, she feels the restriction is warranted at this point. **It was moved, seconded and carried to approve the expenditure of \$10,000 from the Connecticut reimbursement funds for the purchase of downloadable e-books for Wethersfield residents.**

PROPOSAL TO APPROVE FUNDS TO PURCHASE COMPUTER MANAGEMENT

SYSTEM: The CASSIE system for tracking computer reservations and print management, and the SPOT system for wireless access management were described. These programs will free up valuable staff time and allow the collection of user data such as the number of wireless users. No vote was requested at this time. David Troy will be visiting West Hartford library to see the software in action; other board members are encouraged to examine these programs in operation in other towns.

COMMITTEE REPORTS:

Finance Committee –

- The committee met on Tuesday, August 16. They discussed the e-book proposal and the CASSIE and SPOT applications.
- The library's restricted funds are doing well, in spite of the current economic situation.
- Officers and Directors (O&D) Insurance will be purchased for the Library Board from the Short-term Funds Account. The cost is \$1400 per year.

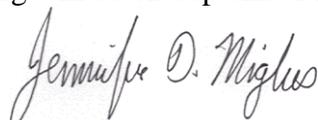
Outreach Committee –

- No report. The committee is looking for new members. Jenny would like to pursue the OCLC Geek the Library publicity campaign.

Meeting was adjourned at 8:09 pm.

The next regular board meeting will be on September 27, 2011 at 7 p.m.

Respectfully submitted:



Jennifer D. Miglus, Secretary