

**Wethersfield Library Board  
Minutes of December 6, 2011**

**Members present:** Dorene Ciarcia, John Gallivan, Elyn Laramie, Clare Meade, Laurie Wrona.

**Others:** Laurel Goodgion, Library Director

**Absent:** David Troy, Dan Silver, Jenny Miglus, David Drake, Martha Mayer

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

**PUBLIC COMMENT:** None

**ADDITIONS TO THE AGENDA:** None.

**FRIENDS OF THE LIBRARY:**

Clare read an email from Martha Mayer.

- New members have been elected to the Friends Executive Board.
- The fall book sale will be held December 10 and 11.
- The Friends are working on a new fund raising idea: raffling off dinner coupons with a pass to one of the museums.

**TOWN COUNCIL LIAISON:** No report

**LIBRARY BOARD CHAIRMAN:**

- Clare reminded board members that emails within the full board fall within the Freedom on Information regulations.
- Clare said that she will be getting some team building exercise ideas from Jill Hughes who facilitated the Library Board retreat. She asked for comments regarding the retreat. John thought it was great. Dorene and Laurie were impressed with the Board members' level of engagement.
- Clare would like to form a study committee to consider Tim Tuell's idea of having a student non-voting member of the library board. What policies and procedures are needed? Is there any impact on the by-laws? How is the student selected. John and Clare will serve on the committee and invited other members to join them. The committee will report back to the board in February. Laurel will query other libraries to find out what they have done.
- Vice-Chairman Tim Tuell has resigned from the Library Board. The Library Executive Committee met and reviewed the procedure outlined in the by-laws. The board needs to elect a new vice-chairman. The Executive Committee put forth Dorene Ciarcia's name in nomination for vice-chairperson. **It was moved, seconded and carried to approve Dorene Ciarcia as the new vice-chairperson.**

**APPROVAL OF THE MINUTES OF OCTOBER 25, 2011.**

**It was moved, seconded and carried to approve the minutes of October 25, 2011.**

## LIBRARY DIRECTOR'S REPORT

- Laurel reported that the collection is 98% tagged. Circulation training on RFID is beginning. A soft start is planned. The computers at the checkout desk are too old to efficiently run the program and need to be replaced.
- The Cassie/Spot software to manage the public computer use and printing is scheduled for mid-December.
- The Library was closed Sunday, Oct. 30 through Tuesday, Nov. 1 due to lack of power caused by the snowstorm. This once again emphasized the need for the library to have generator power.
- There was a very positive meeting between the public library staff and the staff from the school libraries. Two more meetings are scheduled.
- Jane Sjoman's estate will soon be settled and it is anticipated that \$282,045 will go to the Library's Sjoman Endowment Fund. Since Tim is no longer on the Board, the signatories for the Library endowment funds will need to be updated.

## POLICY REVIEW:

**Bulletin Board and Handouts Policy – It was moved, seconded and carried to approve the Bulletin Board and Handouts Policy as revised.**

**Confidentiality of Records Policy – It was moved, seconded and carried to approve the Confidentiality of Records Policy as revised.**

## COMMITTEE REPORTS:

### Finance Committee –

Dorene reported that the Finance Committee met on November 29. Laurel presented the first draft of the 2012-2013 budget. It included an increase in the materials budget and funds to install a sound system in the community room, replace aging computers and cover annual maintenance costs for the RFID equipment. The Library Finance Committee would like to meet with the Town Council Finance Committee.

### Outreach Committee –

Laurel and Jenny met with Joanne Ricardi, the marketing teacher at the high school. They are planning a meeting with the two high school students that Joanne thinks would be interested in working on the library project.

Meeting was adjourned at 7:53 p.m.

The next regular board meeting will be on January 24, 2012 at 7 p.m.

Respectfully submitted:

Ellyn Laramie