

**Wethersfield Library Board
Minutes of May 25, 2010**

Members present: Kim Bobin, Susan Grady, Ralph Horowitz, Clare Meade, Jenny Miglus, Brad Milvae, Polly Moon

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends of the Library; David Drake, Council Liaison.

Excused: Tim Tuell **Absent:** David Troy

CALL TO ORDER: Polly Moon called the meeting to order at 7:06.

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

FRIENDS OF THE LIBRARY:

- The ongoing book sale is very successful. It has yielded from \$300 - \$500 per month.
- The next big book sale will be in the fall.
- Friends board members are working on documenting their standard operating procedures (SOP).

COUNCIL LIAISON:

- Council is starting now to prepare for next year's budget. They are currently meeting with the Board of Education. They would like to meet with the Library Finance Committee next.
- The Republican town committee has chosen a candidate for the Library Board. Polly would like the board to have a chance to interview the candidate. David will e-mail Rich Roberts to facilitate this.

LIBRARY BOARD CHAIRMAN:

- Polly passed out copies of a letter from Mayor Hemmann urging board finance committees to meet monthly to prepare for next year's budget.
- Laurel has received an insistent letter of complaint from a patron. She has sent the patron a letter suggesting they meet face to face, or that the patron attend a board meeting to be heard.

APPROVAL OF MINUTES OF APRIL 27

- **It was moved, seconded and carried to approve the minutes of April 27 as presented.**

LIBRARY DIRECTOR – REMARKS AND QUESTIONS

- Laurel was asked where funds came from to repair damage from vandalized toilets. Short-term they came from the operating budget, but an effort is underway to recoup these costs from those responsible. She was urged to note this expense with the town so it doesn't get rolled in as a true operating expense.
- Polly suggested that any encumbered Action funds that are not to be used shortly be moved into an interest-bearing account.
- Laurel has submitted the Hartford Foundation for Public Giving grant application for technology projects. Awards should be announced in June.

- Laurel is considering purchasing a flat screen to be mounted on the wall near the check out desk. This would serve as an electronic bulletin board with rotating slides, and could serve as a television in a crisis. The cost for this is \$2,000.
- She is also thinking about purchasing a larger screen for the community room. The one that was installed is too small for movie screenings.
- Laurel recently attended the Chamber of Commerce dinner, the Wethersfield Historical Society annual dinner, and met with the directors of the Berlin, Newington, and Rocky Hill libraries.
- The library has finished weeding the large print volumes.
- The new-book collection will be moved down to the first floor now that the lighting has been improved. Biographies will move up to take its place.
- The HVAC system ducts will be cleaned shortly. Hopefully this will improve the distribution of heating and cooling.

COMMITTEE REPORTS

- **Finance Committee:** No report
- **Outreach Committee:** No report
- **Board Development Committee:** Dan Silver is the choice for the Democratic spot. Members of the board will interview the Republican nominee as soon as possible.
- **Governance Committee:** Polly suggested that Ralph and Kim form a nominating committee for the slate of officers for next year. They will send names of nominees via e-mail. Voting will be at the June meeting which, according to the by-laws, is the annual meeting.

POLICIES

- **Interlibrary Loan Policy:** It was moved, seconded and carried to approve this policy with changes in punctuation.
- **Cooperation with Other Libraries Policy:** It was moved, seconded and carried to approve this policy as presented.
- **Public Comment at Library Board Meetings:** This policy was tabled until the next meeting. Laurel will make revisions based on board comments.

OTHER BUSINESS: Copies of a one page Director Evaluation Instrument were passed to the board. Polly will also e-mail a digital copy to everyone. Members were asked to complete the form and get it back to either Polly or Jenny. They will meet before the June meeting to compile the results and draw up a formal evaluation.

At 8:16 it was moved, seconded and carried to adjourn the meeting.
Next month's meeting will be on June 22, at 7:00 p.m.

Respectfully submitted 6/01/10,

