

**Wethersfield Library Board
Minutes of September 28, 2010**

Members present: Kim Bobin, Ralph Horowitz, Clare Meade, Jenny Miglus, Brad Milvae, Laura Nash, David Troy

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends Chairman; David Drake, Town Council Liaison

Excused: Dan Silver, Tim Tuell

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:

- The Book Nook brought in just shy of \$500 in August.
- The booth at the Cornfest yielded almost \$300.
- There will also be a booth at the October 2 Craft Fair.
- The Friends' annual meeting is October 12. Author Matthew Dix will be speaking. Copies of his books have been ordered from Random House and will be for sale that evening.

COUNCIL LIAISON: No report.

LIBRARY BOARD CHAIRMAN:

- **It was moved, seconded and carried to approve the library board meeting schedule for next year as presented.**
- The date and location of this year's annual board retreat are not yet final. Two possibilities are October 30 at the Solomon Welles House, and November 20 in the Community Room of the library. Pat Holloway may be the facilitator. Possible topics are the library's strategic plan; courses offered through ALA's Trustee Academy. The cost for access for the whole board is \$350. Laurel will register and bring details of these courses to the next meeting.
- A letter was sent to Mr. Mulero who spoke at the last board meeting. There has been no response.
- Nancy Stillwell will work with library staff to develop strategies for dealing with challenging situations.

APPROVAL OF MINUTES OF AUGUST 24

- **It was moved, seconded and carried to approve the minutes of August 24 as presented.**

LIBRARY DIRECTOR'S REPORT

- Laurel was asked why computer use for the month is up 45% over last year. More computers are being added in the children's area, and there is high turnover of users.

- Laurel reiterated that the majority of the funds donated by the Friends shown in the Action Fund annual report are final expenditures of money which was collected over years for the purpose of purchasing furniture after the renovation was completed. This is not an accurate reflection of their typical operating budget.
- Funds from the Merwin Memorial Fund will be used to purchase books about animals.
- Laurel requested \$2200 from the Action Fund to purchase a music CD rack to match the ones already in place, now full. **It was moved, seconded and carried to approve \$2200 from the Action Fund for the purchase of another rack.**
- Laurel attended the probate hearing of Jane Sjoman. Ms.Sjoman's brother will not be contesting the will.
- The OSHA complaint about blood borne pathogens has been resolved. Staff has received training in proper procedures and the custodial services company will be called if cleanup is required. The library will be billed \$350 for such services.
- Laurel will be meeting with the school principals.
- She is now on the Keane on Kids Committee.
- Local area library directors toured the Wethersfield library recently. They were very impressed.
- Laurel passed out her progress report on her Director's goals. Most of the activity for the past month concerned preparations for the RFID system.
- Board members were encouraged to attend Business after Hours, the Chamber of Commerce event at the library on September 30. They were also asked if they would be attending Hartford Foundation for Public Giving's Celebration of Giving, on October 7.
- Laurel is considering applying for a grant to HFPG to allow Wethersfield Library to become a Family Place Library.

POLICIES

- **Conflict of Interest Policy: It was moved, seconded and carried to approve this policy as presented.**
- **Code of Ethics Policy:** Vote on this policy was tabled pending clarification of the section on exclusion of relatives of board members from employment in the library.

COMMITTEE REPORTS

- **Outreach Committee:**
 - Kim reported that The ESL class, run by Carol Schulman and now held weekly, has been very well attended.
 - The committee will be holding a focus group with residents new to Wethersfield. Ralph will contact realtor Lisa Bowman to see about a list of new residents.
- **Finance Committee:**
 - Policy Review – The Gift Policy review is mostly done; The Endowment Policy review is in process, nearing completion; The Trust Fund Policy review is in process. All three should be finalized for board review at the next board meeting.
 - An estate account has been established to receive the Sjoman assets. Mr. Paulino attended the last Finance Committee meeting and obtained the necessary signatures.
 - A resolution to accept the gift of the endowment from the Sjoman estate was read as follows:

“It is hereby resolved that the Wethersfield library, pursuant to its gifts and donations policy revised as of October 27, 2009, accepts the bequest of the Jane Sjoman Trust dated May 27, 2010. The amount of the gift shall be determined by the Trustee according to the terms of said Trust. This gift is accepted with the following conditions:

The Trust assets which shall comprise this gift shall be used a part of the permanent endowment for the Library with the income only to be used for books or other items for the adult collection of the library.

The Library shall establish a separate endowment account known as the Jane Sjoman Endowment Fund which funds shall be utilized solely for the purposes of this gift. The investment policy established by the Library Board shall control the investment management of this endowment.

This resolution was adopted by the Wethersfield Library Board of Directors on September 28, 2010.”

It was moved, seconded and carried to approve the resolution above.

OTHER BUSINESS: It was moved, seconded and carried to approve the expenditure of \$350 to register for the ALA Trustee Academy course packet.

At 7:55 it was moved, seconded and carried to adjourn the meeting.
Next month’s meeting will be on October 26, at 7:00 p.m.

Respectfully submitted 10/6/10,

