

**Wethersfield Library Board
Minutes of December 2, 2008**

Members present: Kimberly Bobin, Paul Courchaine, Susan Grady, Ralph Horowitz, Clare Meade, Jennifer Miglus, Polly Moon

Members excused: Greg Bedula, Brad Milvae

Staff present: Laurel Goodgion, director; Regina Aleksandravicius, Children's Services Manager

Others present: Luci Domick, President of the Friends of the Wethersfield Library

CALL TO ORDER

Vice-chairperson Paul Courchaine called the meeting to order at 7:03.

PUBLIC COMMENT: NONE

ADDITIONS TO THE AGENDA: NONE

STAFF PRESENTATION: REGINA ALEKSANDRAVICIUS, CHILDREN'S SERVICES

Regina provided the Board with an overview of the work of the Children's Department. She distributed a folder with comprehensive information on the Children's Department. She stated that the entire department helped with her presentation. Children are our most important asset. They are an impressionable population. What children learn when they are very young lasts a lifetime. The number one priority is basic literacy, to prepare children for school success. Children's programs are not just fluff. They provide children with quality stimulation for brain development and a solid foundation for reading. These programs benefit not only children but also the entire community in the long run. They contribute to the greater good. Literacy is directly related to the ability to hold a job and earn a living. Regina explained the many other services provided by the Children's Department. She stressed that the Library is an accepting environment for all. Children's experiences in the Library determine how they will feel about libraries and librarians. The Library works very hard to ensure that these experiences are positive.

Clare Meade asked how the Library reaches out to low income and ESL parents. Regina answered that this is a challenge that the Library has to work on.

Laurel Goodgion stated that the Family Learning Place project, which is designed to serve these groups, will be a priority after the renovation.

At 7:29 Polly Moon arrived.

ADDITIONS TO THE AGENDA: NONE

RENOVATION

The Building Committee has approved 100 chairs for the meeting rooms. National Library Relocation has been here all week installing the shelving returned from storage. They will return on Dec. 29 with the books which were in storage. Sunday, Jan. 4, 2009, will be the last day the Library is open. On Mon., Jan. 5, staff will begin to move 30,000 adult and teen items upstairs from the ground floor and interfile them in the collection. Town Physical Services staff will help move furniture. The Library will re-open on Mon., Feb. 2. All pertinent information will be in the Library newsletter. On Thanksgiving eve, Laurel and Liz Kirkpatrick gave Joyce Rossignol a tour of the "new" Library, which will be written up in December's *Wethersfield Life*.

Paul Courchaine asked if anything could delay the re-opening. A delay in a Certificate of Occupancy being issued for the building could hold it up or a snowstorm because the town crew would have to plow instead of help with the Library move.

FRIENDS OF THE LIBRARY

President Domick reported on the Friends' last meeting, in which they reviewed their annual meeting and tentative plans for the upcoming year.

COUNCIL LIAISON: NONE IN ATTENDANCE

APPROVAL OF THE MINUTES OF OCTOBER 28, 2008

The minutes of October 28, 2008, were approved as distributed. There was one abstention.

QUESTIONS FOR THE LIBRARY DIRECTOR

There were no questions on the financial materials sent out.

Laurel reported that the Library was very busy during November. There was a loan increase of 40 percent over November of 2007. Year-to-Date (YTD) was 34 percent higher than last year.

The Hartford Foundation workshop which Laurel attended on leading in a complex environment was good. Laurel is arranging meetings with other area libraries on how to manage in trying economic times.

Laurel met with Phil Lohman to work on the wording of the Literary Landmark plaque. The dedication of the plaque will be part of the celebration of Wethersfield's 375th Anniversary and of the Library's re-opening celebrations in March.

RADIO FREQUENCY IDENTIFICATION

Laurel and Ralph Horowitz met with a representative from 3M about RFID. She showed the Board a DVD on 3M Library Systems RFID products. She also passed around an RFID tag. Because it is a self-check system, it will increase productivity and might

decrease the number of new hires needed. Most importantly, it will provide security by preventing (cutting down) thefts of CDs and DVDs. Ralph praised the system's flexibility and sturdiness. The CDs are easily tagged. 3M will provide training. The system will make the Library more efficient.

CONNECT, the Library's computer consortium, wants libraries to have the same vendor so their systems will be compatible. Also 3M is associated with SIRSI, the Library's computer system vendor.

Laurel distributed two information sheets on the Town's Capital Improvement Program and provided some background on them. The Library security system was originally part of the bond issue, but Town Council had to use the funds to complete council chambers. The Library was told to put the funds back into the capital budget. Laurel suggested putting the security system request in this year's budget.

Clare Meade mentioned the need for continued high-level service. Laurel said that when the RFID system is fully implemented it will enable the staff to keep pace with the increasing volume of use without adding staff because RFID will increase staff efficiency since three or four items can be checked in or out with one motion. Polly Moon suggested showing a short DVD or other information on RFID to the Capital Improvement Committee.

Clare Meade moved to approve the capital budget proposal for 2009-10. Jen Miglus seconded. The motion carried. There was one no vote.

SALES IN LIBRARY POLICY

Susan Grady moved to affirm the Sales in Library policy. Ralph Horowitz seconded. The motion carried.

COMMITTEE REPORTS

Finance Committee

Paul Courchaine reported that the Town Council asked the Library to freeze funds of \$120,000. The Finance Committee agreed to a freeze of \$90,000. Polly Moon is concerned that the freeze won't be over by March. The Board needs funds to hire library staff to staff the Library when it is operating on all three floors. Two staff members are needed in the ground floor children's area at all times for the safety and security of both the public and the staff.

Clare Meade moved to approve the Finance Committee's freeze of \$90,000 in compliance with the Town Council's request. Paul Courchaine seconded. The motion carried.

A memo, which will be sent tomorrow to Bonnie Therrien, Town Manager, was distributed. The topic was the impact of a 10% cut on the Library's 2009-10 budget. This was a request from the Core Services Committee. The memo details the severe impact a 10% cut would have on the Library services: it would mean cuts in the

materials budget and cuts in the number of hours that the Library can be open. It will decimate services.

Community Outreach Committee

Jen Miglus reported on the Nov. 18 meeting. She discussed the OCLC Report.

Laurel mentioned focus groups to determine what people like and don't like about the Library.

Jen Miglus suggested Story Corps, interviews that will be conducted in the community and archived in the Library of Congress. This will be a good tie-in with the 375th anniversary. A \$5,000 sponsor is needed for this project. Jen said she will gather the necessary information on Story Corps.

Susan Grady gave a brief report on the Library Board's Annual Retreat held on Nov. 22 at the Solomon Welles House.

At 9:07 Susan Grady moved to adjourn. Paul Courchaine seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary

Date