

## **Wethersfield Library Board Minutes of April 24, 2007**

**Members present:** Greg Bedula, Paul Courchaine, Greg Curtin, Tracy Gionfriddo, Susan Grady, Howard Greenblatt, Brad Milvae, Pauline Moon, Karen Mortensen

**Staff present:** Laurel Goodgion, director; Liz Kirkpatrick, asst. director

**Also present:** Christine Fortunato, Council Liaison; Lucille Domick, President of the Friends of the Library; Tim Tuell, Vice-Chairman of the Building Committee

### **CALL TO ORDER**

Chairman Curtin called the meeting to order at 7:05.

**PUBLIC COMMENT: NONE**

**ADDITIONS TO THE AGENDA: NONE**

### **RENOVATION**

Tim Tuell, Vice-Chairman of the Building Committee, reported that he believed the Building Committee will suggest that Town Hall be emptied entirely and use the main floor and the mezzanine of the Library to conduct town operations. Emptying out individual rooms at Town Hall one at a time is not feasible. The work goes floor by floor, not room by room. If work begins in May, it will take four months to complete the skylight and finish work on the mezzanine. The new central Library stairway will be opened. The fire marshal will then issue a Certificate of Occupancy for the ground floor, more of which will be available to the Library.

Fifteen months is the length of the project. Adding Alternate 8 to the construction contract (working on an empty Town Hall) will cut the time of the project by 60 days and the cost by \$25,000. Without Alternate 8 things could drag out with more and more decisions to be made. With this plan one decision can be made: The Town can use the space.

In answer to how long it will take to complete the Library side of the project, Tim answered that the whole project would take 395 calendar days-13 months from May 7. The work in the Library will take four months. Then there will be some minor things to be done before opening like cleaning up carpets, etc.

The Library Board expressed concerns about ordering shelving and re-installing the entire collection. The Library can't bid on the shelving until a few months before the building is ready. Tim answered that in September when the Library is occupied by Town Hall, there will be nine months to finish Town Hall. The Library can plan ahead for its shelving. He said that the contractor is a serious planner.

In answer to whether there will be a cost analysis of the move, including physical movers, the installation of temporary wiring and work spaces, Tim said that the Town Manager and Finance Director are working on a cost analysis to present to the Town Council. In answer to whether the cost analysis will be ready for the Council meeting on May 7, Tim said that it would be a miracle to nail down costs to the last penny.

Other questions and concerns raised are as follows:

Were other spaces for Town Hall considered: schools, the Northeast Utilities building? Tim said he didn't think anything compared to the arrangement the Building Committee is recommending.

How long will it take to move the Town Hall to the Library?

Tim answered over a weekend.

Money needed for Library furnishings is \$300,000. It is hoped that the \$40,000 to move doesn't come from the money for furnishings.

Were inconveniences to the townspeople, neighboring libraries, and the lack of very important services to the public considered? The Library Board and the staff have to answer to their constituents.

Tim answered that there is no other feasible way. Other ideas are fraught with difficult and unmade decisions and delays. Things should flow more naturally this way.

Is there a place the Library can move to?

Tim replied that implicit in the concept is the stairwell being opened. The entire ground floor will be open. The Library could be turned around so that area could be used as an entrance.

Tim Tuell left at 7:30.

Laurel Goodgion distributed three informational handouts:

**Collection availability:**

- Only 13% of the children's collection is available and on display
- 33% of the teen collection is in storage and unavailable
- 70% of the adult collection is in storage and unavailable

**Services that aren't available in the temporary Library:**

- computers, meeting rooms, areas to do homework after school, and quiet places to sit and read or study

**Work yet to be done in the Library**

- This includes such things as demolition of the old stairs and construction of new stairs to the mezzanine, installation of skylights, a new ceiling, and lighting, and some window replacements.

Board members expressed disappointment that the Library, a major town service, is being severely curtailed for another nine months.

The Library is working to provide maximum service with what little space it has.

**FRIENDS OF THE LIBRARY**

President Luci Domick reported that the Friends have heard from the state that the Friends of the Library organization is incorporated. They are still looking for a potential site for their June book sale: Town Hall, Solomon Welles, Village Tavern, or the community center. Burger King has offered their meeting room for a book sale. The Fundraising Committee is at work.

Greg Curtin thanked the Friends for their support at the budget hearing.

**COUNCIL LIAISON**

Christine Fortunato reported that Council is very busy in the middle of budget season.

**APPROVAL OF THE MINUTES**

The [minutes of the meeting of March 27, 2007](#), were approved as distributed.

The [minutes of the special meeting of April 12, 2007](#), were approved as distributed.

## **QUESTIONS FOR THE DIRECTOR**

Some donations will be moved to encumbered funds. The Library wants to use them for furnishings for the children's department but will check with the families to see what they would like. No purchases can be made now, before the Library re-opens, because they might get damaged.

Laurel answered questions about the operating budget.

There were no questions concerning next year's proposed operating budget.

March statistics show that Library usage is down significantly.

## **BOARD COMMITTEES**

Chairman Curtin announced that with the new year beginning on July 1, 2007, the Board will re-institute some committees. The Board Development Committee (Greg Curtin, Brad Milvae, and Polly Moon) have to find one new Board member to replace outgoing Board member Karen Mortensen. They will interview potential Board members.

There is a need for an ad hoc nominating committee consisting of a chairperson, vice-chairperson, and secretary. Anyone interested should let Greg know in the next couple of weeks.

A finance committee will be needed to investigate and research fundraising. The Board will take on larger fundraising projects while the Friends will fundraise for smaller projects.

Laurel distributed an organizational and financial guide that differentiates the roles of the Library Board, the Library Director, and the Friends of the Library. Many people blur these roles. This guide clarifies the three distinct roles.

Paul Courchaine suggested that some history books located at the Webb Deane Stevens Museum and the Historical Society might be better off in the Library. Laurel said that it has been one of her goals to work with the directors of these organizations. Maybe some future book discussions could be held in one of the museums.

At 8:13 Tracy Gionfriddo moved to adjourn. Polly Moon seconded. The motion carried.

Respectfully submitted,

Susan Grady  
Secretary