

[NOTE: These minutes are made available to the public prior to Library Board acceptance.]

Wethersfield Library Board Minutes of July 24, 2007

Members present: Greg Bedula, Paul Courchaine, Greg Curtin, Tracy Gionfriddo, Howard Greenblatt, Pauline Moon, Clare Meade.

Members excused: Susan Grady, Brad Milvae.

Staff present: Laurel Goodgion, director.

Others present: Christine Fortunato, Council Liaison.

CALL TO ORDER: Chairman Greg Curtin called the meeting to order at 7:05.

PUBLIC COMMENT: NONE

ADDITIONS TO THE AGENDA: None.

RENOVATION

Laurel distributed Mike Turner's schematic for use of the Library by Town Hall staff. Mike was unable to provide the Library with all of the spaces on the main floor that had been requested because several locked rooms are needed by the Town for storage of Town records and tax and other payments. Laurel has prepared another proposal which would still enable the Library to open the ground floor to the public and provide public computers. It hinges on whether Library staff can be moved into the new Circulation Workroom on the main floor.

Liz will begin to attend the renovation job meetings.

Stephen DesRochers, son of Nancy DesRochers has spoken to Laurel about the possibility of providing funds in Mrs. DesRochers memory, possibly outfitting the new Program Room, including a plaque.

The renovation is running slightly behind schedule. Greg Curtin has requested a copy of the Phase II budget. We do have a budget report on the funds spent thus far and the original cost projection for the Phase II work.

FRIENDS OF THE LIBRARY: No report.

Laurel announced that the date for this year's Cornfest is Saturday, September 15th. The Friends usually have a booth at the Cornfest and so does the Library. Library Board members will be asked to staff the Library booth..

COUNCIL LIAISON. No report.

APPROVAL OF THE MINUTES

The [minutes of June 26, 2007](#) were approved as distributed.

QUESTIONS FOR THE LIBRARY DIRECTOR

Laurel distributed the financial report on the 2006-2007 operating budget. This budget was developed with the premise that the renovation would have been completed and all three floors of the Library would have been occupied. The surplus at the end of the year is due to decreased expenses related to the due to renovation delays. There were enough

surplus funds at the end of the year to cover the retroactive staff salary increases agreed to as part of the union contract. Some funds were transferred from the operating budget into the escrow account maintained by the Town for leave payout for retiring Library staff. This account now has enough funds to meet potential liability. Any surplus funds remaining in the Library operating budget at the end of the year will be transferred by the Town to the Town general fund.

The new Library phone system is only partially installed due to renovation delays. The funds allocated in the capital budget are not adequate to cover a second and third installation. The phone company will not hold to promised budget of final system much longer.

Paul Courchaine would like to see database costs broken out of the technical support budget.

WEBPAGE REDESIGN.

The basic design of the Wethersfield Library's website has remained virtually the same since it was created about 10 years ago. More and more information keeps being added.

It is time to redesign the Wethersfield Library to make it easier for Library users to find the information they want and need and effectively market the many electronic databases now available through the Library. Library staff can maintain the site but they do not have the skills nor the time to completely redesign the site. A skilled website designer is needed to do this work.

Laurel proposed using the Connecticut reimbursement and the annual State Library grant to fund the cost of hiring a consultant. \$6,000 should be enough to cover the cost.

Laurel will check with the Finance Director to see if need to do an RFP.

Paul Courchaine moved that \$6,000 of the funds received from the State Library be used to hire a website designer to redesign the Library's website. Greg Bedula seconded the motion. All were in favor.

SCHOOL SUMMER READING BOOKS

Children in the elementary grades are encouraged to read over the summer and receive suggested reading lists that list many authors. There are no required titles. Students at the middle school have specific summer reading requirements and are required to read specific titles. There are also reading requirements for the high school grades.

Several years ago the practice was for the middle and high school to send boxes of books to the Library each year to meet students needs. These books had to be entered into the Library database and then removed from the database in the fall when the books were returned to the schools. This created a great deal of work for the staff. Many of the books were also in poor condition.

Laurel worked with the School Asst. Superintendent and the Language Arts coordinator to improve the system. The schools bought many new books which were permanently deposited at the Library. This year the middle school lists changed and new books had to be acquired. The schools donated many books from their own collection to the Library and purchased additional new copies for the Library collection. The Library did purchase some additional copies to be sure that supplies were sufficient to meet demand.

Christine Fortunato remarked that many times families purchase books on the required reading lists. She suggested that the Library encourage people to donate these books once the students are finished with them.

COMMITTEE POSITIONS

Greg Curtin discussed Library Board committees. Howie Greenblatt, Paul Courchaine and Polly Moon volunteered to serve on the Finance Committee. Tracy Gionfriddo and Clare Meade agreed to serve on the Fundraising Committee.

Susan Grady's name was also proposed. Greg Curtin and Greg Bedula will serve on the Community Outreach Committee. As Board Chairman Greg Curtin said he will be involved in each of the committees. Christine Fortunato suggested that the members of the Finance Committee talk to the Friends of the Library to coordinate their fundraising.

2008 LIBRARY HOLIDAY SCHEDULE

The union contracts require that the Library management and the union membership come to a mutual decision on the Library holiday closing schedule. Laurel clarified that if the Library is closed on a Saturday or Sunday these are not paid holidays. The Board delegated Laurel to work with the unions to determine the holiday closing schedule.

Laurel mentioned that the Library Personnel Manual is still in use for non-union staff and also applies to union members for areas hat not covered in union contract. The Personnel Manual will be reviewed in the future.

POLICY REVISIONS

Library policies are routinely brought to the Board for review and possible revision. The goal is to review every policy at least every three years.

Clare Meade moved to affirm the Conflict of Interest policy as it stands. Howard Greenblatt seconded the motion. All were in favor.

Clare Meade moved to affirm the Cooperation with Other Libraries policy as it stands. Howard Greenblatt seconded the motion. All were in favor.

At 8:05 Polly Moon moved that the board enter into executive session. Clare Meade seconded the motion. All were in favor.

Laurel Goodgion left the room.

At 9 p.m. Howard Greenblatt moved that the Board come out of executive session. Paul Courchaine seconded the motion. All were in favor.

At 9 p.m. Paul Courchaine moved that the meeting be adjourned. Howard Greenblatt seconded the motion. All were in favor.

Respectfully submitted,
Tracy Gionfriddo