

Wethersfield Library Board Minutes of January 24, 2006

Members Present: Donna Brown, Greg Curtin, Susan Grady, Howard Greenblatt, Brad Milvae, Karen Mortensen, Lucille Plouffe

Members Excused: Gene Grayson, Polly Moon

Staff Present: Laurel Goodgion, Director; Liz Kirkpatrick, Asst. Director

Also Present: Luci Domick, President of the Friends of the Library

CALL TO ORDER

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

PUBLIC COMMENT: None

RENOVATION

Christine Fortunato, Council Liaison, had asked Joe Coombs, head of the Building Committee and Mike Turner, Town Engineer, to attend a Library Board meeting to answer questions. They couldn't make this meeting but will attend the February meeting. Laurel Goodgion, Liz Kirkpatrick, and Karen Ribnicky, shelving consultant, did have a meeting with Joe Coombs concerning the renovation. New Town Council members were given a tour of the Library.

FRIENDS OF THE LIBRARY

President Luci Domick has been speaking to Bonnie Therrien, Town Manager, about the possibility of holding book sales in the corridor of Town Hall on perhaps the third Saturday of every month. There will be a need for tables. Bonnie will be getting in touch with Luci. Other suggestions were for book sales at the Nature Center, some of which could be held outside in the spring. BurgerKing has said the Friends could use a room for free to hold book sales. A major task is carrying the books from place to place. Some suggestions were made that maybe the Boy Scouts would be willing to help and that some Confirmation classes might help as part of their community service commitment.

At their last meeting the Friends came up with the fundraising idea of donation cards. A person can make a donation to the Friends in someone's name. A card would then be sent acknowledging the person in whose name the donation was made.

COUNCIL LIAISON REPORT: NONE

APPROVAL OF THE MINUTES

Donna Brown moved to accept [the minutes of December 6, 2005](#). Brad Milvae seconded. The motion carried.

CHANGE IN THE AGENDA FOR MEETINGS

Chairman Curtin explained the new meeting agenda. Instead of taking up a lot of valuable time going over committee reports every meeting, the Board will focus on a couple of items of importance. If a committee report needs to be discussed, then it should be called in to be put on the agenda. All reports should be emailed to members ahead of time, so the members can read them and come to the Board meetings prepared to ask any questions.

FINANCIAL STATEMENTS

Current operating budget and Action Fund reports were distributed and discussed.

TASKS FROM THE BOARD RETREAT

Laurel highlighted tasks from Simone Joyaux's report and turned it into "Tasks from 2005 Library Board Retreat," which were distributed to Board members.

ROLE OF THE LIBRARY BOARD

Donna Brown moved to accept the Job Description of the Wethersfield Library Board. Lucille Plouffe seconded. The motion carried.

BOARD DEVELOPMENT COMMITTEE

Committee members Greg Curtin, Brad Milvae, and Polly Moon are working on recruiting replacements for the three Board members, whose terms are up in June. They need suggestions from the Board and Staff as to people who will be good for the Board. The vetting process must be done in conjunction with the two political parties in town. One suggestion is to contact the chairpersons of both screening committees and inform them of the Board's needs, mainly the necessary qualifications for the new Board members.

At the February meeting the Board will discuss the Tool for Analysis of Board Composition adapted from Simone Joyaux. It will help in determining skills needed in new Board members. Losing three out of nine Board members is very difficult. There will be serious gaps in the areas of education, technology, and financial management. Board members with any suggestions on filling these vacancies should email names to Greg Curtin by the February meeting. Greg stated there is also a need to discuss succession.

STRATEGIC PLANNING PROCESS

Patron Survey: Yesterday Library surveys were put out for patrons to complete. As a thank you, people who complete the survey are being given a ticket for a raffle for a \$50 gift certificate to Village Tavern. The goal is 500 surveys. Some patrons are taking them home. A marketing person will collate them.

Planning session with the Staff: Simone held a planning session with the staff on Jan. 18. Staff added points to the Library SWOT (strengths, weaknesses, opportunities and threats) analysis developed at the kick-off and responded to a staff survey.

Interviews: Board members must have their interviews of community leaders completed by the next meeting.

Additional consultant services: Another \$6000 is needed for Simone Joyaux to complete her work. It is necessary for her to cull all the information gathered and put it together. She brings not only expertise but objectivity to the process. Lucille Plouffe moved that the services of strategic planning consultant Simone Joyaux be engaged for up to 6 more hours and that the Connecticut reimbursement payment and state grant funds be used to defray this additional expense. Karen Mortensen seconded. The motion carried.

BUDGET TIMETABLE

Laurel reported that the budget is not ready and that a special budget meeting is necessary. All agreed to meet on January 31 at 7:00. Laurel will email the budget beforehand.

At 8:00 Greg Curtin moved to go into executive session in order to discuss union negotiations. Lucille Plouffe

seconded . The motion carried.

At 8:20 Susan Grady moved to end executive session. Brad Milvae seconded. The motion carried.

At 8:20 Greg Curtin moved to adjourn. Brad Milvae seconded. The motion carried.

Respectfully submitted,
Susan Grady, Secretary