

Wethersfield Library Board Minutes of February 28, 2006

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

Members Excused: Gene Grayson

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

Also Present: Bonnie Therrien, Town Manager; Christine Fortunato, Council Liaison; Joe Coombs, Building Committee Chairman; Mike Turner, Town Engineer; Brian Clement, Town Technology Committee Chairman; Pete Kuzma, Town Technology Committee member; Luci Domick, President of the Friends of the Library; Nancy DesRochers, Secretary of the Friends of the Library

CALL TO ORDER

Chairman Greg Curtin called the meeting to order at 7:00.

PUBLIC COMMENT: None

LIBRARY RENOVATION

Building Committee Chairman Joe Coombs, along with Town Engineer Mike Turner, presented an overview and update of the renovation. The ground floor on the Town side is finished. Phase 1 work continues upstairs. Reasons for delays range from issues with the contractor to the difficult task of maintaining an active building while it is under construction. Although the building is fifty years old and structurally sound, many code corrections are having to be made. These corrections cause delays and additional expenditures. Inflation, mostly for materials, has also created additional expense. Work on the building couldn't be started until the new police station was completed, the Police Department moved out, and the new radio system was operational. The contractor claims the work will be finished by August.

Joe answered questions about the library's closing during the renovation. He said that there will be two closings: one in the near future of a short duration and a longer one later on in the project.

The skylight will go to Phase 2 (instead of Phase 1) with the new roof, solar panels, etc.

Work for Phase 2 will go out to bid in May. The boiler, an important long lead item, has to be ordered really early. The parking lot will have to close down for the construction company to stage their materials. There is a possibility of an overlapping of contractors (between Phase 1 and 2). All in all, Wethersfield is ahead of the game price wise. The public is still getting a good deal.

Laurel Goodgion, Library Director, commented that the job meetings have been very productive.

Christine Fortunato, Council Liaison, thanked Joe Coombs and Mike Turner for coming to the Library Board to communicate the status of the renovation. She suggested that maybe they could meet quarterly with the Board or at other times to discuss the milestones of the project and issues related to the Library, especially the impact that closing the Library will have on Library users and programs, i.e., the Summer Reading Program.

TOWN TECHNOLOGY COMMITTEE

Chairman Brian Clement, with committee member Pete Kuzma, presented an overview of the work of the committee.

They distributed a handout, which detailed topics such as the committee's mission and recommendations. A main recommendation is the creation of a shared services Information Technology support structure headed by a CIO (chief information officer). As the situation stands now, the town-wide (Town, Bd. Of Ed., and the Library) Information Technology organization structure is decentralized. A consistency of desktops and applications among the three areas will result in savings in licensing, training, and tech support. In other words, three groups working as one will have greater buying power than three individual groups. Issues of security are other cogent reasons for town-wide coordination. There needs to be an overarching plan and policy to protect the town against lawsuits because of flaws in security.

Town Manager Bonnie Therrien added that the town needs a plan for disaster recovery.

The town hall should be a 24/7 operation. Residents shouldn't have to come into the building to do business. They should be able to pay their taxes and submit building permits from home. The concept of a CIO is moving ahead. If the Library Board is interested, they must let the Town Manager know so that the Library can be part of the equation.

Library Board members asked questions concerning the town-wide technology plan and CIO position. The Library already has a very good technology support plan of its own in place. How would this fit into the town-wide plan? How much of the Library budget would have to be used to pay for the new plan?

Council Liaison Christine Fortunato stated that she was pleased with the due diligence on the research and recommendations of the Town Technology Committee. She is behind the recommendations of the Committee. Even though the Town won't reap the benefits immediately, the investment must be made. Security issues raise concerns. What could a lawsuit cost? She needs to know where the Library Board stands on the matter of town-wide coordination of technology.

APPROVAL OF THE MINUTES

Lucille Plouffe moved to accept [the minutes of January 24, 2006](#), and [January 31, 2006](#). Karen Mortensen seconded. The motion carried.

FRIENDS OF THE LIBRARY

President Luci Domick introduced Nancy DesRochers, the new secretary of the Friends. Luci stated that the Friends of the Library is a federally recognized 501(c) 3 organization. She is looking into having the Friends incorporated as a non-stock corporation. She is also looking into events insurance. There will be a book sale of adult fiction and non-fiction on Saturday, March 25, at the Town Hall. Books may be dropped off at 204 Brimfield Rd. Paperpath is donating 15' X 15' space for storing books. Brad Milvae and his nephews will help move books from storage to Town Hall and back again. The Friends are holding monthly meetings at the Nature Center. Luci has published a list of meetings.

COUNCIL LIAISON REPORT

Christine Fortunato reported that the Town Council is still firming up the budget.

STRATEGIC PLANNING

Laurel Goodgion reported that many Board members have returned their interview notes. They will be sent to Simone Joyaux, strategic planning consultant, who will collate them and process the information. Laurel and Liz Kirkpatrick compiled for Simone information about Wethersfield, which included demographics, the strategic school profile, and the State Library Strategic Plan.

The total number of library surveys turned in was 444. They were Fed-exed to the statistic compiler, who will collate them. The surveys will be returned to Laurel. All comments will then be typed up.

All of the above information will be used as background for the strategic planning retreat in April. Attendees will be able to see the challenges for the Town in general and the Library in particular.

BOARD DEVELOPMENT COMMITTEE

Greg Curtin reported that the committee will start the vetting process for proposed new Board members. He is getting names from various people. In mid-March the committee will go through the names and identify strengths. He will email information to Board members.

SALE OF LIBRARY BOOK BAGS

The Library has sold almost all of the red book bags. Laurel would like to buy 144 more at a total cost of \$456, which will come from the Action Fund. Discussion of fundraising followed. It is the role of the Friends of the Library to undertake small-scale fundraising like selling book bags. It was decided that the Library will pre-order and sell the book bags until the Friends can take over.

Lucille Plouffe moved to appropriate money from the Action Fund to purchase 144 new red Library book bags to sell at the circulation desk. Brad Milvae seconded. The motion carried.

At 8:45 Brad Milvae moved to go into executive session in order to discuss union issues. Karen Mortensen seconded. The motion carried.

At 8:57 Donna Brown moved to end executive session. Lucille Plouffe seconded. The motion carried.

IMPACT OF RENOVATION ON THE LIBRARY

Laurel Goodgion reported that there will be two library closings: a short one and a longer one. The construction workers are breaking a hole into the receiving area. They are getting everything out to begin asbestos abatement. The receiving room will be a staging area. The Library will be closed for 2 to 3 weeks. Staff will still report to work. There is plenty of work for them to do: processing interlibrary loans, shelving, ordering, re-designing the Web, re-classifying the children's section, clearing out files, answering reference questions, re-packaging DVD's, etc. The children's staff can visit the schools and do programming. This information will be published in the Newsletter.

At 9:05 Lucille Plouffe moved to adjourn. Donna Brown seconded. The motion carried.

Respectfully submitted,

Susan Grady, Secretary