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Wethersfield Library Board Minutes of July 25, 2006

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

Staff present: Laurel Goodgion, Library Director

Also present: Luci Domick, President, Friends of the Wethersfield Library; Christine Fortunato, Town Council Liaison

CALL TO ORDER:

Chairman Greg Curtin called the meeting to order at 7:05. He welcomed new Board members Greg Bedula, Paul Courchaine, and Tracy Gionfriddo and reminded them of their orientation session on August 5, 2006, at 5 p.m.

PUBLIC COMMENT: NONE

FRIENDS OF THE LIBRARY

President Luci Domick reported that the book sale on June 24 was not as profitable as the previous one. The next book sale has not been announced. It probably won't be held until November, depending on the renovation schedule.

The Friends will send letters to members to re-enroll. Their annual meeting will be held on Oct. 11. Architect Peter Wells will be the main speaker.

The Friends have signed up for the Cornfest on Sept. 16 and the Craft Fair on Oct. 7, at which they will sell old arts and crafts books that have been weeded from the Library collection.

Paul Courchaine asked questions about how books for the book sales are solicited and how the sales are advertised.

Books are solicited by word of mouth. Right now they are being stored in the houses of President Luci Domick and Treasurer Jane Sjoman, since there is no storage space in the Library. There is no free storage space around. The ideal space for book storage is 750 to 1000 square feet. There needs to be room to spread books out and sort them. There might be some space at Luci Domick's business location.

To advertise book sales, Liz Kirkpatrick notifies the Rare Reminder and does press releases. There are also flyers, bookmarks given to borrowers, a few posters, and post card mailings to the members of the Friends of the Library.

COUNCIL LIAISON REPORT

Council Liaison Christine Fortunato thanked those who helped out the day that the Library was flooded because of heavy rain. Greg Bedula, town insurance agent, responded very quickly.

Greg Curtin announced that on Aug. 21 Laurel Goodgion and he will appear before the Town Council to discuss the Library renovation. They will prepare handouts for the Council.

APPROVAL OF THE MINUTES

[The minutes of June 27, 2006](#), were approved as distributed.

Greg Curtin reminded new Board members to read all materials in preparation for Board meetings. He said meetings are centered around various issues. Right now the main issue is the renovation along with the union contract, which has been in process since last October.

Luci Domick left at 7:25.

QUESTIONS FOR THE LIBRARY DIRECTOR

Laurel Goodgion explained there was money left over in Wages because the Library did not yet hire more staff for the new Children's Dept. The money went into a separate account, Fund 512, to be used for leave payout. Otherwise payout would have to come from the Operating budget, which would be a hardship.

Laurel explained that the Library's finances consist of mainly three parts: the Operating Budget, the Action Fund, which is a liquid account with activity shown every month, and the Trust Fund with Banc of America that is earmarked for Library furnishings.

Laurel also explained the role of the Library's outsourced technology support. Christine Fortunato, Chairperson of the Shared Services Committee, reported that there is an Advisory Committee on Information and Technology that would oversee the Chief Information Officer position. The Library Board would have input in addition to other town departments. The goal is to meet the needs of all.

Laurel will meet next week with AT&T to discuss the new phone system, which is not yet installed. The number of phones will increase from 10 to a much more workable number.

Laurel answered other questions emailed by Paul Courchaine prior to the Board meeting. One concerned comic books and graphic novels. Comic books have value in that they create high interest for teens. They appeal to a range of reading abilities. Graphic novels are a new genre that are heavily illustrated. They also appeal mainly to teens.

Is it typical for the Library to do research for other town departments. Yes, it furthers the goal of having other town employees use the Library. The staff helped Chief Cetran locate old magazines and annual reports relevant to the history of the Police Department.

The staff does research for the public and answers phone calls. The staff gets harder questions now as patrons can access answers to their easier questions.

Do staff members write reports when they go to meetings and workshops? Yes, they are emailed to department managers, who disseminate them to staff.

Does the Library make homebound deliveries? Yes, right now there are 11 clients. Liz Kirkpatrick interviews the people about their interests. Andrea Kogut delivers the materials one day a month.

Laurel distributed copies of the Library's Collection Turnover Rate. This figure helps to determine how useful the collection is. It is also a sign of the vitality of the collection. The Library's turnover rate now is 2.7. The goal is 4. The more a collection is weeded of outdated material, the more usage it gets.

Laurel would like to move Fiction to the second floor and Non-Fiction to the main floor so the staff can be of more assistance to the public.

RENOVATION UPDATE

Years ago, the Men's Garden Club planted a rose garden next to the Library. The total plan was never completely implemented. The garden will now be expanded. A large window has been installed in the new Children's Room. For

the first time people will be able to view the garden from inside the Library.

One of the goals of the renovation is the creation of better work spaces for staff. Many work spaces currently have no ventilation. The furniture is hand-me-down, tag-sale stuff. New offices for department managers will be places where they will be able to meet with staff and the public.

Laurel presented a detailed review of the renovation, starting from the bidding for Phase 1. In Phase 2, monies set aside for shelving and furnishings total \$300,000. Shelving has gone up 7 times in the past two years. There will not be enough money for adequate shelving and furnishings.

Christine Fortunato suggested the Board make some projections of what will not be covered . If a few more dollars are needed, the Board should let the Council know.

Christine Fortunato asked if the Library was making use of Correctional Enterprises. Laurel said yes, that they would be reupholstering and repairing some of the Library furniture.

Over \$31,000 of the \$50,000 in the Building Committee's Phase 1 budget for Library furnishings has been spent on new workroom furniture and the checkout desk. The remaining \$18,000 will be needed for shelving in the Children's Dept. Laurel asked that the cost of the department managers' furniture be taken from the Trust Fund. After much discussion the Board approved the transfer of \$12,200 from the Trust Fund to the Action Fund for the purchase of furniture for the department managers' offices. The furniture will be purchased from Transfer Enterprises, which is on the state-bid list.

Laurel reported that the renovation schedule keeps changing. She met with Town Manager Bonnie Therrien and Town Engineer Mike Turner. The Library will need to vacate the first and second floors completely. Laurel suggested moving out in stages: children's area, administration offices, rest of the mezzanine, and the rest of the library. The Library must have the ground floor, first of all, as a place to move to, but, above all, as a place to set up a temporary library.

Laurel is contacting three companies that specialize in moving books and re-assembling shelves. It will cost over \$40,000 to move and store books: boxing, storing, bringing them back, and re-assembling.

A moving company is needed to store furniture. The Library can't afford to have its furniture warped.

It will be least disruptive to the public and the Library staff if Phase 2 work can be done while the staff is on the ground floor still servicing the public and/or when the Library is closed.

At 8:50 Polly Moon moved to go into executive session to discuss union issues. Howard Greenblatt seconded. The motion carried.

At 9:04 Paul Courchaine moved to go out of executive session. Karen Mortensen seconded. The motion carried.

At 9:05 Greg Curtin moved to adjourn. Tracy Gionfriddo seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary