

## **Wethersfield Library Board Minutes of August 22, 2006**

**Members present:** Paul Courchaine, Greg Curtin, Susan Grady, Howard Greenblatt, Pauline Moon, Karen Mortensen

**Members absent:** Greg Bedula

**Members excused:** Tracy Gionfriddo, Brad Milvae

**Staff present:** Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director

**Also present:** Luci Domick, President, Friends of the Wethersfield Library

### **CALL TO ORDER**

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

**PUBLIC COMMENT:** NONE

### **FRIENDS OF THE LIBRARY**

President Luci Domick reported that the Friends are moving forward with their annual meeting to be held on Oct. 11. The Friends are still looking for storage space. They are formalizing their plans for the Cornfest. Luci distributed the Friends' latest financial statement and reported that the two CD's that are maturing soon will be taken out and put into a checking account until the money is needed for the new Children's Department. A suggestion was made to put the money into a short-term money market fund at 5% interest. She requested that the Friends be given an accounting of how the money is spent. Laurel Goodgion answered that when a purchase is made, a copy of the bill will be given to the Friends with a request for the funds. The money can then be deposited into the LibraryAction Fund for payment of the bill, thereby creating a record of the money. Luci said that she will facilitate changes in the Friends and keep the organization going. She is revising the membership forms. They will be mailed to members in a couple of weeks. She will give a copy of the new form to Ken Bastura to put on the Library's website. Liz Kirkpatrick includes the Friends' meeting dates in the Library newsletter. Application forms are also available in the Library. Polly Moon suggested mailing invitations to the annual meeting to other Friends' groups. In addition, Laurel will forward a copy electronically to the State Friends of the Library listserv.

**COUNCIL LIAISON:** NONE

Greg Curtin reported that the presentation with Laurel Goodgion before the Town Council went well. They discussed the temporary library and the work the staff would be doing. They stressed that programs will continue. He further noted that Council Liaison Christine Fortunato was supportive.

### **APPROVAL OF THE MINUTES**

[The minutes of July 25, 2006](#), were approved as amended.

### **QUESTIONS FOR THE LIBRARY DIRECTOR**

Laurel answered questions about the Action Fund Report and Budget Explanations concerning the purchase of five new Dell computers, which will eventually replace old computers. Two computers for the teen area have been requested under the Hartford Foundation Grant. The Library currently has two laptops.

## **PROPOSED 2007 LIBRARY HOLIDAY CLOSING SCHEDULE**

Paul Courchaine moved to approve the holiday closing schedule as proposed. Howard Greenblatt seconded. The motion carried.

## **CORNFEST SIGNUP**

Laurel needs a lot of support this year, especially in setting up and taking down, as the Cornfest is the day the Library is closing. The Board approved the purchase of 500 rulers with the Library Website address on them to distribute during the Cornfest.

## **FALL LIBRARY BOARD RETREAT**

Pat Holloway, West Hartford Library Director, once again will be the facilitator of the retreat to be held at the Village Tavern. This year's focus will be understanding the role of the Library Board in relation to the Friends of the Library. The officers of the Friends will be invited also. Possible dates are Oct. 28, Nov. 4, and Nov. 18. Board members are to let Laurel know what dates are good for them.

## **ROLE OF THE INFORMATION AND TECHNOLOGY COMMITTEE**

Town Manager Bonnie Therrien has asked the Library Board, as well as the Board of Education, to communicate to the Shared Services Committee what they view the role of the Information and Technology Committee to be. The Board agreed that the five areas of need expressed in the original resolution that created the Citizens' Advisory Council on Information and Technology still exist. The Board also agreed with the recommendation drafted by Liz Kirkpatrick of five ways that the Committee can best address these needs now that the Town has created the position of Chief Information Officer.

Paul Courchaine moved to approve the amended recommendation on the role of the Town Technology Committee. Howard Greenblatt seconded. The motion carried.

At 8:05 Luci Domick left.

## **POLICIES**

Polly Moon moved to approve the Interlibrary Loan Policy as revised. Susan Grady seconded. The motion carried.

Polly Moon moved to approve the Loan Policy as revised. Howard Greenblatt seconded. The motion failed.

Karen Mortensen moved to re-affirm the Loan Policy as it stands. Paul Courchaine seconded. The motion carried.

Paul Courchaine moved to approve the proposed revisions to the Library Loan and Fine Rates. Karen Mortensen seconded. The motion carried.

Karen Mortensen moved to approve the proposed revisions to the Lost or Damaged Materials Replacement Price List. Paul Courchaine seconded. The motion carried.

## **RENOVATION**

Laurel distributed the brochure on the Library closing that was given to the Town Council last night. The book and shelving quote was approved by the Town Council. There still is the problem of storing the Library furniture. Laurel will call Paul Montineri to get information on storage containers. There is a need for professional movers. The Library will be closing on Sat., Sept. 16 at 5p.m. Areas will be vacated in the following order: children's, administrative,

mezzanine, and then other areas.

Laurel called shelving consultant Karen Ribnicky to speed up the specs on the adult shelving so the Library can go out to bid. Shelving is the highest priority after the furniture in the Children's Department.

At 8:30 Polly Moon moved to go into executive session to discuss union negotiations. Paul Courchaine seconded. The motion carried.

At 8:40 Karen Mortensen moved to come out of executive session. Paul Courchaine seconded. The motion carried.

At 8:41 Greg Curtin moved to adjourn. Paul Courchaine seconded. The motion carried.

Respectfully submitted,

Susan Grady  
Secretary

The Wethersfield Library Board recommends the following responsibilities for the future mission of the Citizen's Advisory Council on Information and Technology.

1. Serve as a resource for the Chief Information Officer regarding new and emerging electronic and communications technologies that might benefit the Town.
2. Advocate for the long-term integrated technology plan which the CIO drafts for the Town, the Board of Education and the Library, and serve as a resource for the CIO in drafting it.
3. Advise the CIO on ways to help the public interact with the Town and its agencies through technology and advocate for the adoption of needed changes.
4. Advocate for a life cycle plan for hardware and software and for adequate funding to underwrite the plan.
5. Offer technical expertise to the CIO and advocate that the Town provide sustained and adequate funding for technology which is needed to carry out the business of the Town and its agencies.

Approved by the Library Board  
August 22, 2006