

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

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## **Wethersfield Library Board Minutes of May 24, 2005, Meeting**

### **Notice of actions taken:**

Motion made and seconded to approve [the minutes of April 26, 2005](#), as corrected. All were in favor.

## **Wethersfield Library Board Minutes of May 24, 2005, Meeting**

Members present: Donna Brown, Greg Curtin, Susan Grady, Eugene Grayson, Brad Milvae, Polly Moon, Lucille Plouffe.

Also present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director; Elaine Zieller, Office Manager; Pauline Ucich, Friends of Wethersfield Library.

Greg Curtin called the meeting to order at 7 p.m.

- I. Other items for the agenda. None.
- II. Public comments. None.
- III. Approval of minutes of April 26, 2005.

A motion to approve the minutes as corrected was made by Donna Brown and seconded by Gene Grayson. All were in favor.

### **IV. Committee reports**

Lucille Plouffe reported on the Fundraising Committee. Lucille, Susan Grady, Donna Brown, Brad Milvae and Jane Sjoman met to review different avenues for fundraising. She said that she met with Tracey McDougal who suggested different ideas for fundraising. The committee has decided to target obtaining funds to become a Family Place library, and she passed out information on that project. The committee would also like to seek funds from other local sources.

Another idea is to raise funds by selling inscribed bricks and using them to create a pathway within the library grounds as part of the renovation project. Greg Curtin suggested that the group speak with the Men's Garden Club or Sey Adil.

The committee would also like to obtain a grant or donations towards new computers for the public.

Lucille Plouffe asked Laurel about the Office Depot donation to the Library. Laurel explained that it was in the form of a gift card to be used at Office Depot.

### **V. Director's report**

Laurel reported that Council Liaison Christine Fortunato had called to say that she could not attend tonight's meeting but that she had read the materials; and she was happy that the Library was going forward with purchasing computers from UTC as was the Board of Education. She was also pleased that the Library is seeking funding from the Hartford Foundation for Public Giving for the teen area. Christine said she hoped that the Library Board members were pleased that the Council was able to add \$10,000 to the Library budget. She wished they had been able to do more.

At the recent Building Committee meeting Laurel learned that only about \$22,000 is left in the Phase I contingency budget and that the majority of the work on the Library still remains to be done. A major leak has developed in the ceiling in the new-book area on the main floor. It appears to be directly under where the construction company has been working on the roof.

Laurel had submitted the strategic planning grant proposal to Hartford Foundation. Our grant application had requested \$15,000 but our consultant's proposal was for \$12,000. Laurel has contacted the consultant asking what additional services the consultant would provide for \$3,000 so that information can be forwarded to the Hartford Foundation. Laurel has not yet received a response from the Foundation on the request for funds for the teen area.

Laurel distributed a report that she had prepared comparing Wethersfield Library's Connecticard statistics for the past three years and explained that our loans to non-residents have increased and that our residents' use of neighboring libraries has decreased. This shows the progress that the Library has made.

The Collection Services staff had submitted to Greg Curtin a list of ways to save money in order to avoid staff furloughs. Laurel distributed her written response to the suggestions. This will also be given to the staff members.

Liz Kirkpatrick reported on the One Book - 4 Towns project. The book discussions were not very well attended. However, the copies of the book circulated very well. The bus trip to Northampton, Massachusetts, was successful; and Tracy Kidder's speech was very interesting having been composed specifically for this project. Liz related her belief that this type of project requires longer preparation time, shorter implementation time and fewer book discussions scheduled.

A current operating budget report was distributed. There were questions on various accounts and a discussion of what was the best way to report when funds had been transferred from one account to another.

Laurel distributed a report on the Action Fund. Gene Grayson asked what the museum pass expenses were. Laurel explained that this was the cost to order new passes or to renew expiring passes. The Friends are funding this project with a donation of \$2,000. The program expenses listed were for children's summer programs, which are being offset by a donation of \$2,500 from the Friends, for refreshments for Library Board meetings and for the meeting with the school librarians. The Library Materials Action Fund report shows a balance of \$20,961.75. Gene asked if those funds needed to be spent before the end of the fiscal year. Laurel said no, since they are not part of the operating budget.

Gene reported that the Library Trust Funds will be transferred to a money market account with Banc of America. Christian Frago at the Banc will still administer the account.

Greg will explore the possibility of obtaining 501(c)3 status in the future.

## VI. Friends of the Library report

Pauline Ucich reported that she is continuing to look for a storage location for book donations. Kathy Bagley suggested that Pauline contact her in September to see if she can provide room. The Friends have donated \$3,500 for the children's summer reading program and \$2,000 for museum passes for 2005-2006.

## VII. Chairman's report. None.

## VIII. Old business

### A. 2005-2006 budget

Laurel said that she would send a copy of the approved budget to the Board.

Gene thanked the Board for their dedicated work regarding the library board budget.

Pauline Moon made a motion to reopen a discussion of the April 26, 2005, minutes in order to make an additional correction. Gene Grayson moved in favor of the correction, and Susan Grady seconded the motion. All were in favor.

#### B. Officer nomination slate

Lucille Plouffe presented the Officer Nominating Committee's slate of officers for 2005-2006:

Chairperson - Greg Curtin  
Vice-Chair - Gene Grayson  
Secretary - Susan Grady

The election of the slate will be held at the June meeting, which is the annual meeting of the Library Board.

### IX. New business

#### A. Library Technology Plan

Liz distributed copies of the latest draft of the Technology Plan explaining that an additional goal related to the internal workings of the Library had been added and that some material had been rearranged for better flow. A vote to approve the Technology Plan will be placed on the June agenda.

Gene Grayson said that he was impressed with the Mission Statement and would like to use this as the Library's official statement. Laurel commented that the Library's current mission statement was adopted by the Board in 2001 as part of the 2002-2007 long range plans. This new mission statement could be included as part of the new strategic plan.

#### B. UTC computers

Laurel reported that the Board of Education is purchasing over 100 used computers from UTC. It was suggested that the Library also take advantage of these computers. Twenty-two of the Library computers were purchased in 2001 or before and need replacement. Purchasing the UTC computers would put all of the Library computers on an XP platform. The total cost, including 13 new monitors and site licenses for software would come to approximately \$12,000.

Town Manager Bonnie Therrien told Laurel that it was possible that funds could be found to assist the Library with this purchase, and she enquired as to how much money the Library could contribute from the current operating budget. Laurel and Elaine will review the budget to see what funds are available and notify the Board members from which accounts these funds would come.

Laurel distributed an inventory list of the Library computers and their date of purchase. The computers purchased in 1999 and 2001 would be targeted for replacement.

Gene wants to purchase new computers so they will be covered by warranty.

Polly suggested purchasing 11 of the used computers with the Library Board financing 11 new computers.

Laurel commented that the Library now owns 44 computers. Half of those were purchased in 2001 or before. Until we can upgrade the computers that we have, we should not be thinking about increasing our inventory.

Donna Brown moved, seconded by Gene Grayson that Laurel determines how much money could be used from the operating budget, identifying from which accounts the funds would come and email the information to the Board as soon as possible. All were in favor.

### X. Adjournment

Susan Grady moved, seconded by Lucille Plouffe, that the meeting be adjourned. All were in favor. The meeting adjourned at 8:40 p.m.

Pauline

Moon, Secretary