

Wethersfield Library Board Minutes of July 26, 2006, Meeting

Members present: Donna Brown, Greg Curtin, Susan Grady, Gene Grayson, Howard Greenblatt, Lucille Plouffe. Polly Moon arrived at 7:05; Karen Mortensen at 7:13.

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

The meeting was called to order at 7:00 p.m. by Greg Curtin, chairperson. He welcomed and introduced new Board member Howard Greenblatt, who is replacing Luci Domick.

- I. Other items for the agenda. None.
- II. Public comments. None.
- III. Approval of [minutes of June 28, 2005](#): Donna Brown moved to accept the minutes as corrected. Lucille Plouffe seconded the motion. All were in favor.
- IV. Committee Reports
 - A. The Nominating Committee for new Board members: Greg Curtin, Brad Milvae, and Polly Moon will meet to determine criteria for future board members.
 - B. The Fundraising Committee: Lucille Plouffe reported that the script to present to potential donors has been finalized. She got a list from Paul Dudley of the 800 businesses in town. The current goal is to request items in the \$500 to \$1000 range. The committee will approach banks first. Lucille will meet with Laurel next week for a list of items for suggestions.
 - C. Strategic Planning Committee: Laurel will meet with Simone Joyaux on Friday. Simone is the consultant who is going to assist with the Library's strategic plan. Simone will also be asked to facilitate the Library Board's Fall Retreat.

The Moms' Club approached Children's Librarian Regina Aleksandravicius about undertaking a project to raise money for the Children's Dept. One possibility is a booth with three types of baskets to raffle next to the Library's at the Cornfest. Polly Moon suggested checking into other things besides raffles, as there are a lot of rules concerning raffles. Donna Brown suggested that one of the parents become a member of the Library's Fundraising Committee.

V. Director's Report

Laurel reported that the Town Council wanted the Library to re-visit the issue of purchasing new computers instead of used computers. Used computers will not meet the Library's public Internet needs and staff needs. Laurel distributed letters from Pamela Kelly, head of Information Services, and Regina Aleksandravicius, head of Children's Services, which highlighted the many computer problems and customer complaints about the slowness of the computers. Two computers "died" recently.

Pauline Ucich, President of the Friends of the Library, has informed Laurel that a representative of the Friends will not be attending Library Board meetings in order to concentrate their efforts on fundraisers and membership. Donna Brown suggested that the Board send the Friends a letter stressing the importance of having a representative at the Board meetings. Greg agreed to send a letter. Pauline also asked if she should renew their 6 mo. CD's. This is hard to answer because of the renovation. The revised timetable puts the renovation 5 and a half months behind schedule.

In order to improve customer service, Laurel would like to move the non-fiction adult collection to the main floor as part of the renovation. This will place the collection closer to staff at the Information Services desk, where patrons can get help locating non-fiction sources.

Shelving is a major concern of the renovation. Initially, Architect Peter Wells said that Karen Rabnick, an expert in library shelving and display, could be hired to work out the details of the shelving but later said he was unwilling to pay her fee. The process of disassembling, moving, and re-assembling shelves in a renovated facility is much more complicated than putting shelves in a new facility. The Library has shelving made by four different manufacturers, whose parts are not interchangeable. The shelving has to be carefully disassembled; book collections have to be moved and stored while the shelving is re-assembled in the new location.

Laurel did have one consultation with Karen, who then wrote a report on the scope of the re-shelving and the steps involved in the process. Laurel distributed this report. Karen also noted that even more co-ordination will be needed during carpet replacement. No funds have been set aside for a moving company to remove and store the library collection while the carpet is being installed.

The Board agreed to pay Karen's fee of \$60 an hour from the Trust Fund, which has been dedicated to the renovation. The shelving situation will be further addressed when a meeting is scheduled with Bonnie Therrien, Town Manager, and Joe Coombs, chair of the Building Committee.

The Library's phone system needs to be expanded as part of the renovation. A sum of \$25,000 has been set aside in the town's Capital Non-Recurring Budget for a new Library phone system. SBC has submitted a quote for the system.

Laurel reported that annual circulation figures are down 4%, most likely because of the renovation. She passed out an article entitled "Why Circulation Statistics Go Down."

Asst. Director Liz Kirkpatrick distributed information on the Library's purchase of multiple copies of books by popular authors in comparison with other local libraries. Other libraries buy one copy for every 5 reserves; Wethersfield, one for every 6 reserves. Liz also provided information on the cost per loan for popular authors.

VI. Financial Report

A. Operating budget

Raises went into effect as of July 1 with the implementation of the new salary schedule.

B. Trust Fund

Laurel distributed the latest Trust Fund report, which was compiled by Lisa Hancock, finance director. Greg and Laurel will meet with Lisa to discuss the history of the Library Trust Fund.

Lucille Plouffe requested that the Board be sent the financial reports before the Board meetings so there will be more time for Board members to review the reports.

VII. Town Council Liaison report. None.

Council Liaison Christine Fortunato had to attend another meeting. Library Board member Donna Brown, also a member of the town Technology Committee, phoned Council Liaison to keep her abreast of the computer purchase issue as it was taken up during the Board meeting.

VIII. Chairman's report

Greg said that he will request a meeting with the Building Committee, Bonnie Therrien, and Mike Turner to establish the library's involvement in the renovation process. He noted that the police station project had both a project manager and a police liaison.

IX. Old business

A. Library computer purchase

Greg briefly reviewed the history of the Library's computer purchases. The Board re-affirmed the vote of the special meeting of June 1 to purchase 14 new computers for a cost of \$14,518, which will leave \$7000 plus in the Action Fund. Four will be for staff and 10 for Internet usage. Later purchases of some older computers will spread out the age/aging of library computers.

B. Library technology plan

Donna Brown presented the Library Technology Plan to the town Technology Committee and is awaiting their comments. Their next meeting is Aug. 3.

X. New business

A. Fall Retreat

Simone Joyaux will be contacted to check on her availability and possible dates for the Fall Retreat.

B. Cornfest

The Cornfest will be held on Sat., Sept. 17. Library mugs and books will be for sale. The Board agreed to purchase a tablecloth with the library logo to use in the library booth. Sign-up sheets will be available for members to choose times they are able to work at the Cornfest.

Greg Curtin moved to adjourn the regular meeting and go into executive session at 8:21 to discuss personnel issues. Donna Brown seconded. The motion carried.

Gene Grayson left at 8:21.

At 9:28 Donna Brown moved to end the executive session. Lucille Plouffe seconded. All were in favor.

Greg Curtin opened the regular meeting at 9:29.

Laurel presented the corrected salary schedule, which the Board accepted.

At 9:32 Donna Brown moved to adjourn, seconded by Polly Moon. All were in favor.

Susan Grady