

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

Wethersfield Library Board Minutes of August 23, Meeting

Members present: Greg Curtin, Susan Grady, Gene Grayson, Howard Greenblatt, Karen Mortenson, Lucille Plouffe.

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

The meeting was called to order at 7:00p.m. by Greg Curtin, chairperson.

- I. Other items for the agenda: an executive session to discuss union issues.
- II. Public comment. None.

Brad Milvae arrived at 7:05.

- III. Approval of [minutes of July 26, 2005](#): Lucille Plouffe moved to accept the minutes, and Gene Grayson seconded. All were in favor.

Polly Moon arrived at 7:06.

IV. Committee Reports

- A. Nominating Committee for new Board members: Brad, Greg, and Polly will start their committee work in late September.
- B. Fundraising Committee: Lucille Plouffe and Jane Sjoman will meet next week with Tracy McDougall, a former fundraiser. Lucille requested a \$50 donation from each Board member as start-up money. All donations will be set up and tracked under the category of Fundraising in the Action Fund. The committee will be seeking donations from places like 3D Bed and Bath, Starbucks, and PTA's. Polly Moon inquired about wish lists. Lucille said the committee is using wish lists submitted by the various Library departments as suggestions for donations.

Lucille has contacted Moms' Club President Jana Colacino, who will inquire at their next meeting to see if any of their Wethersfield members would like to help with fundraising. The Club's paperwork is in for the license needed for raffles at the Cornfest.

V. Chairman's Report

Greg and Laurel met with Joe Coombs, Mike Turner, and Bonnie Therrien in an effort to establish the necessary communication between the Library and the Building Committee concerning Library renovation. There need to be co-ordination meetings on a regular basis with Laurel and Joe. Greg is still going to write a letter to the Friends.

VI. Director's Report

Karen Rabnicky, shelving consultant, has measured the shelves and the collections on them. Laurel will meet with Karen on Friday.

Laurel reported that she has received a quote for the new Library phone system.

The Hartford Foundation called and thanked Laurel for her patience in waiting for a response concerning her application for a grant for furnishings for the new teen area.

Laurel and Andrea Kogut met with Jim Collin, the new principal at Silas Deane, to discuss the success of the Library monitor program. He was also informed about the seventh grade Library orientation program. Laurel attended the new teacher orientation, during which she presented teachers with a packet of Library materials.

Beginning in October, custodial services will be expanded to seven days a week.

The date of Liz Kirkpatrick's reception has been changed to October 27 at the Solomon Welles House.

Laurel presented the proposed holiday schedule for 2006. The Library staff has 13 holidays a year. Laurel proposed 11 regular holidays and 2 floating holidays. Gene Grayson moved to accept Laurel's proposal. Polly seconded the motion. All were in favor.

VII. Financial Report

A. Operating budget

Laurel distributed the operating budget report. Some end-of-the-year bills are still being processed.

B. Trust funds

Reports on the Action Fund account and the materials sub-account were distributed. The money spent on the new computers is listed under Equipment. A lot of new book bags have been sold.

Greg and Laurel met with Lisa Hancock, the town financial manager, to discuss the Library's Trust funds. There has been a due diligence search for documentation as to the original intended use of these donations. In a letter dated April 4, 1961, that James McHugh, Director of Finance, wrote to Town Counsel Edward Kenyon, he states: "During the past several years there have been repeated efforts on the part of the administration and also the members of the Library Board to determine the location of some of the old trust agreements that accompanied the initial gifts to the Wethersfield Public Library. Specific attention was directed in this area in an effort to determine the use of the gifts either in full or part. The attempts to locate these agreements, however, have proved unsuccessful to this date." Considering the absence of any documentation, Gene Grayson made a motion to declare that all funds now in the Library Trust Fund be unrestricted and available for use as the Library Board deems appropriate. Lucille Plouffe seconded the motion. Discussion followed. All were in favor. The resolution will be sent to Town Manager Bonnie Therrien and then to Town Attorney Jack Bradley for approval.

Many years ago, monies from state grants were deposited in the General Fund. When Dave Shinn became Library Board Chairman, he reached an agreement with Town Manager Lee Erdman and Finance Director Joe Swetcky to deposit the amounts of the State Library Grant and the Connecticut reimbursement payment into the Library Trust Fund. In keeping with this precedent, Gene Grayson made a motion that the Library Board affirm that each year, following the past practice of the last several years, the annual state grant to the Library and the Connecticut reimbursement payment shall be deposited in the Library Trust Fund to be used as the Library Board deems appropriate. Brad Milvae seconded the motion. All were in favor.

VIII. Town Council Liasion report. None.

IX. Old Business

A. Library computer purchase

Andy Zactek, the main principal of Zactek, which provides the Library's technology support, spent several days installing the 14 new computers and security software. There have been many compliments from the public-- in contrast to the numerous daily complaints about the slowness of the old computers.

B. Board Retreat

As the Board had requested, Laurel asked Strategic Planning Consultant Simone Joyaux if she would facilitate the Board's annual retreat. She agreed to do so. The Hartford Foundation also agreed that her fee could be covered by the Strategic Planning Grant. The retreat will be held at the Village Tavern on Dec. 3 from 10 to 3.

C. Cornfest

Laurel asked more Board members to sign up to man the Library booth on September 17.

X. New business

A. The Strategic Planning Kick-off will occur on Wed., Nov. 16, in the Rotary Room at the Keeney Center from 5:30 to 9:00p.m. Library Board members, the Town Manager, and other community members will be invited. Focus groups will meet in Jan. and Feb. An all-day strategic planning session will take place on Sat., April 29, at the Keeney Center.

B. Proposed Internet Policy

Laurel credited Adult Services Manager Pam Kelly with doing the research and putting the Internet Policy together. After a brief discussion, Polly Moon moved to accept the Internet Policy and was seconded by Brad Milvae. The motion passed.

Greg Curtin moved to adjourn the regular meeting and go into executive session at 8:05 to discuss union issues. Brad Milvae seconded. The motion carried.

At 8:22 Lucille Plouffe moved, seconded by Brad Milvae, to end the executive session.. All were in favor.

At 8:23 Polly Moon moved that the meeting be adjourned. Susan Grady seconded the motion. All were in favor.

Susan Grady, Secretary

Wethersfield Library Board Minutes of August 23, 2005, Meeting

Notice of actions taken:

- A. Motion made and seconded to approve the minutes of July 26, 2005.
- B. Motion made and seconded to accept the Director's proposed holiday schedule for 2006.
- C. Motion made and seconded to declare that all funds now in the Library Trust Fund be unrestricted and available for use as the Library Board deems appropriate.
- D. Motion made and seconded that the Library Board affirm that each year, following the past practice of the last several years, the annual state grant to the Library and the Connecticut reimbursement payment shall be deposited in the Library Trust Fund to be used as the Library Board deems appropriate.
- E. Motion made and seconded to accept the Internet Policy.