

Wethersfield Library Board Minutes of September 27, 2005

Members present: Donna Brown, Greg Curtin, Susan Grady, Gene Grayson, Howard Greenblatt, Polly Moon.

Also present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Dir., Luci Domick, Jane Sjoman.

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

- I. Other items for the agenda: an executive session to discuss union negotiations.
- II. Public comment: Ernestine Attanasio and Luke McEntire presented letters to the Board concerning the recent elections of officers of the Friends of the Library.

Council Liaison Christine Fortunato arrived at 7:06.

Luci Domick, newly elected President of the Friends of the Library, stated she has been a member of the Friends prior to 2005. She suggested a bigger presence on the Library website for the Friends, an updating of their bylaws, matching grants, membership acknowledgment, and a yearly audit. The Wethersfield Friends will join the Connecticut and national Friends of Libraries organizations. She plans for an open house and activities like author night. The Book Nook will become Book Nook on Wheels until a permanent location is set up. Luci would like to see a Friends' newsletter. She welcomes other ideas and suggestions.

- III. Approval of [minutes of August 23, 2005](#): Polly Moon moved to accept the minutes, and Gene Grayson seconded. All were in favor.

IV. Committee Reports

- A. Nominating Committee for new Board members: Greg reported that the committee will be looking to replace three Board members in the coming year. They have some candidates in mind, whom they will contact. The committee will report at the next meeting. At some point they will make recommendations.
- B. Fundraising Committee: Jane Sjoman reported on a meeting with Tracy McDougall, who has 15 years of experience in fundraising. The Library needs financial support from across the community. There needs to be a clear differentiation between the fundraising done by the Library Board and the Friends of the Library. The Board should concentrate more on long-term endowments. It is very important that all Board members be willing to pitch in. Tracy is willing to speak to the entire Board on fundraising.

- V. Chairman's Report. None

VI. Council Liaison Report

Christine Fortunato reported that she had attended some Building Committee meetings. She expressed budgetary concerns about the higher heating costs projected for this winter season.

VII. Director's Report

Laurel reported that the State Library will be producing a Friends of the Library handbook, which will be very helpful to groups in meeting state and federal requirements.

Laurel served on a committee charged with revising the Connecticut state statutes concerning libraries. The proposed revisions have now gone to the Attorney General's office for review.

Laurel has received answers to her questions on how the renovation will address her concerns regarding various engineering issues. She has learned that there are no plans at this time to replace the failing windows

on the south side of the Library. The current timetable is that the ground floor departments will move to their new offices at the end of the year. The new children's area may be ready in April.

A laser printer has been installed to network the printing at four of the adult Internet workstations. If it works well, the Library will buy another and network the remaining four workstations. The new printers will cut down on printing toner, and printing will be more efficient.

The switches to the servers have failed and will be replaced. New servers are on order from the IT budget.

Volunteer Jane Sjoman has completed a two-year project of reclassifying and repackaging the entire music collection. She has done a superb job, which makes it much easier for the staff and the public to access the collection.

Laurel stated that the New York Times had reported that a library in Connect, our consortium, is (the one) being targeted by the Patriot Act and is protesting the gag order of the act.. Greg asked if the Library needed to put something on record about the Patriot Act. Laurel can ask the Town Manager to check with Town Attorney Jack Bradley

Laurel read some positive remarks from two patrons who submitted customer comment forms.

Laurel distributed a report on the Library's turnover rate by type of material and the viability of the collection.

Liz Kirkpatrick reported on a party that was held for Janice Vincenzo ,celebrating her 60th birthday and fifteen years of service as a Library volunteer.

Laurel reported on the (first ever held) meeting of libraries who are using the Insight software. Overall, customers were pleased, with the museum pass program software. Omit: especially with the efficiency of room-booking.

Ken Bastura is going to conduct a new computer class on web design.

Laurel passed out new Library handbooks to Board members.

VIII. Financial Report

A. Operating budget

The fiscal year ended with a surplus of \$4300. (Payout fund?)

Discussion centered on part of a new budgetary format. Board members were pleased with the Director's narrative of budget explanations.

B. Trust funds

Laurel distributed a report on the Action Fund.

IX. Old Business

A. Board Retreat

Laurel received an email from retreat co-ordinator Simone Joyaux with questions as to what the Board has done in regard to the goals set in last year's retreat led by Pat Holloway. The Board has been working on the goals. More work has to be done on goal #3: Cultivate an educated, diverse Board with a variety of useful skills. This goal will be the focus of this year's retreat.

B. Cornfest

Laurel thanked the four Board members who helped at the Cornfest. They reported positive comments, especially about the Museum Pass program.

X. New Business

Laurel passed out the agenda for the Nov. 16 Kick-off for the 2005-06 Strategic Planning Process. It will be held in the Rotary Room at the Keeney Center. A list of invitees from the community will be drawn up. Simone Joyaux would like to meet with the Board's Strategic Planning Committee beforehand.

Polly Moon moved to adjourn the regular meeting and go into executive session at 8:35. Brad Milvae seconded, and the motion passed.

At 8:50 Donna Brown moved, seconded by Howard Greenblatt, to end the executive session. The motion passed.

At 8:51 Donna Brown moved , seconded by Howard Greenblatt, to adjourn the meeting. All were in favor.

I have certified that the above is a true copy of the minutes approved by the Library Board of Directors.

Susan Grady, Secretary