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Wethersfield Library Board Minutes of January 27, 2004 Meeting

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

Also present: Laurel Goodgion, Library Director; Elaine Zieller, Office Manager; Christine Fortunato, Town Council Liaison.

- I. Other items for the agenda. None.
- II. Public comment. None.
- III. Staff presentation: Pam Kelly. Postponed.
- IV. Town Council Liaison report.

Christine said she was pleased to see a representative from the Library Board at Town Council meetings. She is on the Capital Improvement Advisory Committee and is pleased to see the library involved. The Committee will hold a meeting next week.

The Committee will send their recommendations to the Council at the end of the month. There was some discussion of the library phone system. Christine recommended putting that in the capital request. Funding was in the budget for the chimney repair. Christine asked Laurel about some items that were listed which were under the minimum \$25,000 amount for the capital budget.

Christine will follow what is in the renovation versus what is in the capital improvement plan. She recommended that Laurel set up a meeting with Julie Montineri to review the renovation. Julie is the Council representative to the Building Committee. Laurel explained that the Building Committee needs to keep track of three separate budgets: the state construction grant, the grant for ADA compliance and the bond money. Laurel, Greg and Polly will attend the Council meeting on February 2nd at which the building plans will be presented.

- V. Approval of [minutes of December 2, 2003](#).

Brad Milvae moved that the minutes be approved. Polly seconded the motion. All were in favor.

- VI. Director's Report

Laurel explained to the Board the problems the library has been having with students from the middle school. She is concerned that the lobby is becoming a hangout on Friday afternoons when the library is closed. She has contacted the principal regarding the problem. Laurel has asked the library monitor to observe this Friday and take down the names of students hanging out in the lobby.

Laurel, Paul Dudley, Asst. Supt. Judy Golden and Town Manager Bonnie Therrien interviewed 24 candidates for the new Town Technology Committee. Donna Brown was one of the seven people chosen for the committee. The first meeting will be held Feb. 5th.

The library has been very busy. 1,499 items were loaned on January 26th.

- VII. Financial Report
 - A. Operating budget

Laurel distributed the latest financial report and reviewed it with the Board. When wages and benefits and other fixed costs (custodial, photocopier lease charges, etc.) are deducted, there is \$19,000 left for the rest

of the year.

Laurel handed out a more detailed summary of the expenditures that she and Elaine had devised. The Board was pleased and felt that the new report was much more informative than the town report.

Laurel reported that due to the limited funds, all book orders were cancelled except standing orders. The public water cooler was removed. When library cards expire staff is re-using the card rather than issuing a new cards because there are few cards left. There is little money available for paper or envelopes. Laurel will be meeting with Joan to start planning for sending hold notices via email to save on paper and envelopes.

Although the library is now being charged for custodial supplies, no money was allocated for these materials. The library is now being billed for light bulbs and ballasts as they are replaced.

Laurel met with Greg and Polly regarding the budget situation. Greg does not want to jeopardize the wonderful momentum that the library has developed. Laurel handed out projected expenses for continuing to supply the Book It for Me program, best sellers and patron requests. Laurel explained each expense and how she made the projections.

Christine Fortunato asked if the Friends of the Library can assist the library in funding the projected expenses for materials. This amount is more than the Friends can afford. Laurel will be attending the next Friends meeting.

Christine asked if the library was purchasing supplies through the town vendors. Laurel explained how the library uses town vendors and purchases library supplies using the statewide library discount program.

Laurel read two recent positive comments about the service and cleanliness of the library.

Greg proposed taking money out of the endowment fund to cover the cost of the books as described by Laurel until the end of the fiscal year. There was much discussion. Greg asked the Board members to think about his proposal and it will be voted on at the February Board meeting.

Christine commented that the Library Board needs to inform Council what a realistic budget is for the library and how the Board supplements the town funds with money from other sources. The comment was made that the library will need additional staffing when the renovation is completed.

B. Trust funds

VIII. Friends of the Library report

IX. Chairman's report

Greg Curtin thanked Karen Mortensen for her presentation to Town Council.

X. Old Business

A. Renovation.

Joe Coombs, chairman of the Building Committee, is presenting the plans for the renovation to the Town Council on February 2nd. Laurel described the plans to the Board. She met with the State Library Building Consultant on the plans.

Susan Grady moved that the building plans be approved. Polly Moon seconded the motion. All were in favor.

B. Board bylaws. Tabled.

XI. New business

A. Mayor's office hours.

Greg passed out the schedule of the Mayor's office hours. Greg will attend on January 29th.

B. Library Director's goals.

Laurel handed out a report on her progress meeting the goals she had set for herself for 2003 and her proposed goals for 2004.

All other items on the agenda were tabled.

XII. Adjournment

Polly Moon moved and Brad Milvae seconded that the meeting be adjourned. All were in favor. The meeting was adjourned at 8:20.

Pauline Moon,
Secretary