

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

Wethersfield Library Board Minutes of June 22, Meeting

Notice of actions taken:

Motion made and seconded to approve the corrected minutes of the May meeting. Unanimously approved.

Motion made and seconded to encumber for book purchases and funds remaining from the 2003-2004 operating budget. Unanimously approved.

Motion made and seconded that requests made to the Friends of the Library by the Library Director do not need to be authorized by the Library Board. Unanimously approved.

Motion made and seconded to use the Endowment funds to restore the materials budget to \$121,670 for fiscal year 2004-2005. Seven in favor and two opposed. Motion passed.

Motion made and seconded to keep the existing officers of the Library Board for 2004-2005. Unanimously approved.

Wethersfield Library Board Minutes of June 22, Meeting

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

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

Chairman Greg Curtin called the meeting to order at 7:08 p.m.

- I. Other items for the agenda. None
- II. Public comment. None.
- III. Staff presentation. None.
- IV. Town Council Liaison report. None.
- V. Approval of minutes of May 25, 2004.

Gene Grayson moved and Lucille Plouffe seconded that [the minutes of May 25, 2004](#), be approved as corrected. All were in favor.

Brad Milvae arrived at 7:11 p.m.

Donna Brown arrived at 7:12 p.m.

VI. Director's Report

Laurel reported that the letter to staff regarding the book recognition program had been distributed, and she showed the Board members a copy of the letter.

Laurel has been reading Library Board minutes from the 1960s and Library Director reports looking for information on bequests to the Library. She has also asked the Town Clerk and Town Finance Director if they

have any information on any bequests.

Laurel gave each Board member the materials for the adult summer reading program. The materials were developed by Liz in cooperation with Rocky Hill library staff. Staff is now contacting local businesses for prizes.

About 500 children have registered so far for the children's summer reading program.

The new cleaning service started June 1, 2004. The leak in the air conditioning cooling tower has been caulked. Ceiling tiles in the main floor workroom were damaged and now smell musty. Elaine has asked Physical Services to replace the ceiling tiles.

The school summer reading list books have been purchased and cataloged and are available for loan. Bills have been forwarded to the Board of Education.

VII. Financial Report

Laurel handed out the year-to-date budget report and the Action Fund report. She has asked the Finance Director to transfer funds remaining in the wages and benefits accounts to an escrow account for future staff payouts. The escrow account appears to be within the "Cash and equivalents" section of the Library Trust Fund although it does not show on the monthly report. Laurel will meet with the Finance Director about this account.

There is a projected \$10,000 in the operating budget. Laurel would like to encumber any funds remaining with a purchase order for book purchases.

Donna Brown made a motion that any surplus funds in the operating budget be encumbered for book purchases. Susan Grady seconded the motion.

Gene Grayson asked if the Library can provide a final accounting on the \$18,700 that the Board allocated for materials. Laurel said that would be provided at the next Board meeting. Polly Moon asked if an accounting of the Action Fund can be done on Excel for income and expenses. Laurel said that she will provide a report on the entire fiscal year of the Action Fund at the July Board meeting.

VIII. Friends of the Library report

Pauline Ucich reported that the Friends book sale brought in \$3,465.75. That was \$300-\$400 more than last year's sale.

A motion was made by Susan Grady that requests to the Friends from the Library do not need to be authorized by the Library Board. Donna Brown seconded the motion. All were in favor.

Pauline said that the next Friends meeting would be June 29, 2004 at 2:30 p.m.

IX. Chairman's report. None.

X. Old Business. None.

XI. New business

A. Referendum

Laurel passed out the explanatory text for the July 21 referendum, which had also been e-mailed to the Board. The text and a memo have been distributed to all staff members, and copies of the text are available for the public. The Board discussed the explanatory text. Board members and staff members can only provide information about the project and cannot encourage the public to vote "yes."

Liz had asked how staff should respond if questioned as to what will happen if the referendum does not pass. Laurel e-mailed Bonnie for her response.

Laurel attended the Chamber of Commerce meeting and explained the referendum to those present. One

question that arose was whether the Wethersfield Taxpayers Association was in support of the referendum.

B. Library materials budget

Greg spoke to the Board regarding a proposal to use Endowment Funds to supplement the 2004-2005 materials budget. Although the Town Council added \$50,000 to the budget, they were interested in maintaining the Library's hours of service. The Governance Committee met and suggested that this be done. Two philosophies were discussed by the Board:

1. Leave the budget as is with the cut in the materials budget.
2. Use endowment funds to keep the best interests of the patrons.

Lucille Plouffe would like to use the endowment fund. If and when the funds are depleted, the Library could start a fundraising campaign for a building fund.

Karen Mortensen felt using the funds was a band aid and that the money should be spent on tangible items. She would like to see the children's collection brought up to speed. She does not want to use the funds to bring the materials budget up to par for one year.

Gene Grayson would like to encumber money for books, computers, chairs, etc.

Laurel was asked when the Library renovations would begin if the referendum passes. She thought it was estimated that the work on Town Hall would take nine months and then another nine months for the Library. It is possible they could be completed by January, 2006.

Lucille Plouffe, Donna Brown and Karen Mortensen would like the funds used to upgrade the children's collection.

Laurel said that there is only \$50,000 earmarked in the renovation budget for furnishings. That entire amount will be required for the children's department, even if the Friends help with purchases. The Library had many furniture and equipment needs which will not be covered by the renovation funds.

For example, the expanded meeting room will seat 100 people, but the Library only owns 54 chairs. The new conference rooms also need furniture, and very few staff have desks that are ergonomically correct for computers. A new telephone system is estimated to cost \$30,000, and there are no funds for that. Donna Brown would like a list of what the Library needs. Laurel said that she would be developing a list with the architect.

Karen Mortensen stated that the Council helped the Library as best as they can this year because of the tight budget year. Lucille Domick stated that a decision does not have to be made today. Laurel said that she really needed the Board to come to a decision so she and the staff will know how to proceed with ordering. There was much discussion about the trust funds.

A motion was made by Lucille Domick to use the Endowment funds to restore the materials budget for 2004-2005 to \$121,670. It was seconded by Lucille Plouffe. The motion was opposed by Brad Milvae and Karen Mortensen. The remaining Board members were in favor. The motion passed seven in favor, two opposed.

Polly Moon stated that she would like the balance of the trust funds to be encumbered for the renovations, etc.

Laurel announced that the Library now qualifies for grants from the Hartford Foundation for Public Giving and she has an appointment to meet with a representative.

C. Election of officers

A motion was made by Lucille Plouffe and seconded by Susan Grady to keep the existing officers of the Library Board for 2004-2005. All were in favor.

XII. Adjournment

Gene Grayson made a motion to adjourn which was seconded by Brad Milvae. All were in favor.

The meeting adjourned at 8:36 p.m.

Pauline Moon,
Secretary