

Wethersfield Library Board Minutes of July 27, 2004 Meeting

Notice of actions taken:

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

Wethersfield Library Board Minutes of July 27, 2004 Meeting

Members present: Greg Curtin, Susan Grady, Eugene Grayson, Brad Milvae, Polly Moon, Lucille Plouffe.

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

Greg Curtin called the meeting to order at 7:04 p.m.

- I. Other items for the agenda. None.
- II. Public comment. None.
- III. Staff presentation: None.
- IV. Approval of [minutes of June 22, 2004](#).

A motion was made by Lucille Plouffe and seconded by Brad Milvae that the minutes be approved as corrected. All were in favor.

Julie Montineri arrived at 7:08. p.m.

- V. Town Council Liaison report.

Julie said that Laurel is very good about providing Council with information about the Library and about national library developments. She said it is very educational learning what is going on.

- VI. Director's Report

Receipts are now being given to people when they check out materials. The receipt lists the person's name and a list of what was borrowed and the due date. The receipts are provided as a customer service to help people keep track of what they have out. Mothers especially appreciate the receipts. They work well when used with the refrigerator magnets, which are now back in supply.

This year the Friends of the Library increased their donation to the Library for the purchase of museum passes. New passes have been added to Lutz Children's Museum, Mystic Seaport, Dinosaur State Park and Hill-Stead Museum. All previous passes were renewed with the exception of the Pequot Museum. A new brochure of the passes is being prepared for the printer. The passes are very popular.

Laurel is pricing "window slicks" that the Library could sell to raise money for book purchases. The slicks would use the library logo.

Laurel passed out a report for the 2003-2004 fiscal year showing the collection turnover rate for different areas of the collection. The turnover rate has improved to almost 3 but Laurel's goal is 4. The two factors that greatly influence the turnover rate are: buying materials that the public wants and getting rid of materials that are not being used. The adult non-fiction collection needs major weeding.

Staff are beginning to order new materials. A new order system is being tried. The goal is to show on order titles

in the catalog.

VII. Financial Report

A. Operating budget

Laurel distributed the Finance Department report on the current year's budget. The Polly would like Laurel to design a custom report on the operating budget, which provides information about the various sub-accounts. For example, the library materials account covers expenses for: data bases, magazines and books. For keeping track of the book budget, Gene would like this report to include the funds that will be transferred from the Trust Fund to augment the book budget.

It was explained to Julie Montineri that the town appropriation for the library materials budget for 2004-2005 was \$46,387 less than the amount appropriated in 2003-2004 (a cut of 38%). The Library Board had voted to use money from the Trust Fund to make up the difference. This will reduce the amount of the Trust Fund by about half. Greg commented that the remainder of the Trust Fund will be used for the renovation. Julie encouraged the Library Board to inform the Council about this.

B. Trust funds

Laurel distributed a summary report for 2003-2004 on the Action Fund. During the year \$18,700 was transferred from the Trust Fund to the Action Fund to be used for book purchases. The Board liked the format for the report. The same format will be used for monthly reports on the Fund.

VIII. Friends of the Library report. None.

IX. Chairman's report

Greg reported that he will write a letter to the Friends, thanking them for their overwhelming support of the referendum.

X. Old Business

A. Referendum

The vote was 1,477 in favor to 127 opposed.

XI. New business

A. Renovation update

The Board discussed the renovation. Many members of the public do not understand what the renovation will cover. People are expecting a lot more than will be done.

Laurel attended the Building Committee meeting the previous evening. There was no new information. Laurel passed out a draft of a timeline estimating when the various steps in the renovation will occur. She plans to keep the public informed about the renovation through a column in the Library's expanded newsletter. She would also like to display photographs of the construction on the Library web site.

The Town cannot sign with a contractor until the paperwork is received back from the State Library. The bids for the project were opened on May 27th and are good for 90 days. The three low bidders all said they would honor their bids beyond the 90 days.

There is very little money in the renovation budget for Library furnishings. Laurel hopes that the Friends will make a donation towards the furnishings needed in the children's department. There is also no money budgeted to address the many building problems, such as the condensation problem on the second floor of the Library.

The Board suggested that Laurel make a list of what the renovation will accomplish and what areas will

not be addressed.

B. Library Board communication strategy

Greg stated that Board members would resume addressing the Council in the fall. This time they will provide information about Library problems as well as successes.

The Library will once again participate in the Cornfest which is scheduled for September 18th.

C. Library Board retreat

The Library Board will hold a retreat on Saturday October 2nd at the Village Tavern.

D. Appreciation reception

The Library Board would like to hold a reception to express their appreciation to the members of the Friends of the Library and other people who have been very supportive of the Library. The date picked was Wednesday, September 22nd from 6:30 to 8:30 p.m. It will be held at the Solomon Welles House.

XII. Adjournment

It was moved by Gene Grayson and seconded by Brad Milvae that the meeting be adjourned. The meeting was adjourned at 8:25 p.m.

Pauline Moon, Secretary