

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

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## **Wethersfield Library Board Minutes of August 23, 2004, Meeting**

### **Notice of actions taken:**

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

Motion made and seconded to commend the staff for wonderful, prompt, and dedicated service in the handling of the flooding incident. Unanimously approved.

## **Wethersfield Library Board Minutes of August 23, 2004, Meeting**

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

Also present: Laurel Goodgion, Library Director; Elaine Zieller, Office Manager; Christine F. Fortunato, Town Council Liaison; Jane Sjoman, Friends of Wethersfield Library.

The meeting was called to order at 7:05 by Greg Curtin.

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

Christine Fortunato reported that there will be a public hearing on Monday, August 30, 2004, at 6 p.m. regarding bond issues for:

- 1. Sidewalk and road repairs.
- 2. Phase 2 of Town Hall/Library renovations.

Phase 2 would include new windows, roof and a communications upgrade.

Council will determine whether to place both questions on the November ballot. The Town's financial advisor believes that the Town can afford the added debt. In fact, not maintaining Town's properties could have a negative effect on its bond rating.

- V. Approval of [minutes of July 27, 2004](#). Vote required.

Brad Milvae moved that the minutes be approved as corrected. Susan Grady seconded the motion, and all were in favor.

- VI. Director's Report

Laurel Goodgion reported on the flooding that occurred in the Library on Saturday, August 21, when the cooling tower overflowed during the heavy rains. Library staff members Pam Kelly, Joan Guthier and Elaine Zieller did an admirable job cleaning up the water and debris, which prevented significant damage, and contacting the appropriate Town staff. Chris Morse and Danny Reyes assisted in the clean up while Marylynn Hobbs and Lynne Ross continued to serve the public. More water was discovered on Monday in the basement. The

insurance company and Town's insurance producer were very responsive. A recovery team was called in to assess the loss and begin immediate clean up to prevent mold from developing.

A motion was made by Donna Brown and seconded by Susan Grady, to commend the staff for their wonderful, prompt and dedicated service in the handling of the flooding incident. All were in favor.

Laurel announced several personnel changes:

Christine Sarrazin will be leaving in mid-September just before the birth of her second child. Interviews for the position are scheduled for August 25. There is a strong field of candidates.

Chris Morse is leaving to return to college.

Dolores Gawitt's last day is August 27. She has taken a position in a local office.

Orientation for new teachers was held. Laurel attended and spoke to the teachers about the services of the Library. Other Town department heads provided information about their areas of service as well. Laurel commented on what a nice tradition this is for the new teachers. The teachers also had a tour of the Town and a box lunch at the Cove that was attended by the Mayor and the Town Manager.

Laurel announced that the Hartford Foundation for Public Giving has declared that the Library is eligible for a strategic planning grant. She is exploring the possibility of a grant for a new phone system.

## VII. Financial Report

### A. Operating budget

Laurel distributed a status report on the Library's operating budget. She and Elaine have met with the new Finance Director, Lisa Hancock, to discuss the Library accounts.

### B. Trust funds

Laurel handed out a report on the Library Action Fund summarizing activity between 7/1/04 and 8/23/04. She also distributed a history of the Library Trust Funds that she had written for Ms. Hancock.

Greg Curtin commented that \$46,000 of the invested funds will be transferred to the Action Fund later this year to supplement the Library materials budget. The appropriation for materials was severely reduced this year. The remainder of the invested funds has been earmarked for furnishings as part of the renovation project. This amount is in addition to the \$50,000 that has already been transferred to the Town to provide funding for Phase 1.

Laurel explained that there is only \$40,000 in the renovations budget for furnishings although the total needed is approximately \$300,000. Laurel compiled for Town Manager Bonnie Therrien a list of the furnishings that will be needed. She will send copies to the members of the Library Board.

Staff will begin discarding old paper files and other materials. This must be completed before the renovation begins, as storage space is very limited. The Moeller Home is no longer available for storage, so the Town is renting storage space. If the Library needs to rent additional storage space, the cost may have to come out of the very limited renovation budget.

## VIII. Friends of the Library report

Representing the Friends, Treasurer Jane Sjoman distributed the organization's financial report and explained the various columns. The Friends plan to donate funds to the Library for furnishings that will be needed as a result of the renovation. Jane also distributed a memo to the Board from President Pauline Ucich regarding concerns that the Friends have regarding the impact of the construction on their ability to receive and store books at the Library. During the renovation process, there will be no area to store books in the building.

Laurel said that a detailed timetable for the construction project has not yet been established, so she does not

know exactly when the Friends will temporarily lose storage space. The Library Board will consider the Friends' concerns.

Laurel handed out the new museum pass brochure. The passes have been funded by the Friends.

The Library has received several hundred music CDs as the result of a legal settlement made by the Connecticut Attorney General with several recording companies. Jane reported that another CD rack is needed. Laurel added that the Library has many new magazine subscriptions, also needs another magazine spinner.

Greg Curtin agreed to write a letter to the Friends requesting a donation for the purchase of a CD rack and a magazine rack.

The Friends of the Library's annual meeting will be held on September 27 at 7 p.m.

IX. Chairman's report. None.

X. Old Business

A. Appreciation Reception

Because of a scheduling conflict and subsequent fall events, it was decided to delay the reception until the spring of 2005.

B. Cornfest

A sign-up sheet was passed around so that Board members could volunteer to staff the Library booth at the Cornfest. Laurel will be ordering Wethersfield Library logo "window slicks" to sell at the Cornfest.

C. Retreat

The Library Board retreat will be held at the Village Tavern on Saturday, October 2, from 10 a.m. to 3 p.m.

The Governance Committee will draft a proposed agenda and moderator for the retreat. This information will be presented at the September board meeting.

XI. New business

A. Community Connections Committee

Lucille Domick discussed several ideas for the Cornfest. Laurel expressed her wish to register people for library cards again and shared her plan for drawing attention to the booth. Lucille also suggested having membership applications for the Friends available as well as a bookmark craft activity for children. Members also made suggestions that the Friends use this as an opportunity to sell some of their books. This was very popular last year.

Christine Fortunato recommended that information on the Phase 2 bond issue be available.

Future fundraising ideas for the Cornfest included having an activity for children to decorate cookies which they then could buy.

Lucille asked Board members to use their community contacts to obtain opportunities to address community groups about the library. She is planning to address the Wethersfield/Rocky Hill Rotary club and asked each Board member to think of two groups. The Community Connections committee will maintain a list of these groups.

B. Renovation funding

Christine Fortunato encouraged members of the Board to form a PAC (Political Action Committee) to

support the referendum. She suggested contacting Julie Montineri to get information on PACs.

C. Library Director's review and goals

Laurel distributed a progress report on her goals.

D. Board member attendance at Town Council

A sign-up sheet containing the schedule of future council meetings was passed around. Board members indicated those dates on which they were available to address the council. Timely topics will be determined at a later date.

XII. Executive session: Library Director's review

At 8:40 p.m. Greg Curtin moved that the meeting go into executive session.

At 9:16 Susan Grady moved that the meeting leave executive session. Luci Domick seconded the motion. All were in favor.

XIII. Adjournment

Brad Milvae moved, and Polly Moon seconded, that the meeting be adjourned. All were in favor.

The meeting adjourned at 9:18 p.m.

Pauline Moon, Secretary