

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

Wethersfield Library Board Minutes of September 28, 2004 Meeting

Notice of actions taken:

Motion made and seconded to approve the minutes of the August 24, 2004 meeting as corrected. Unanimously approved.

Motion made and seconded to approve the 2005 holiday closing schedule as proposed. Unanimously approved.

Motion made and seconded to increase the Library Director's salary by 3%, retroactive to July 1, 2004. Unanimously approved.

Wethersfield Library Board Minutes of September 28, 2004, Meeting

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

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

Chairman Greg Curtin called the meeting to order at 7:03 p.m.

I. Other items for the agenda.

Greg Curtin asked that item IX. D under Old Business: Library Director's review and goals be placed at the end of the meeting in Executive Session. Approved.

II. Public comment. None.

III. Staff presentation: None.

IV. Town Council Liaison report: None.

V. Approval of minutes of August 24, 2004. Vote required.

Polly Moon moved, seconded by Donna Brown, that the [minutes of August 24, 2004](#) be approved as corrected. All were in favor.

VI. Director's Report

Laurel reported that she had met with Finance Director Lisa Hancock about the possibility of revising the format of the Library's operating budget. Revisions won't be made until the Town and Board of Education determine which financial software they will be using for budgeting.

Testing for the library aide position will be held next week. The Library is receiving applications for the office assistant position. Alice Newton was hired as the part-time librarian, and she will begin October 4, 2004.

Laurel and Elaine began cleaning out the basement supply room.

Andrea Kogut has begun supervising the library shelvers.

Laurel meets every two months with the directors of the Berlin, Newington and Rocky Hill libraries. Various mini-roundtables have also been held with representatives from these libraries resulting in many good ideas. Laurel learned of an inexpensive source of magazine labels which will save considerable staff time.

Kevin Goodgion will be taking photos of the staff to prepare for the staff recognition display.

The official start date for the renovation is October 4, 2004. Laurel distributed a tentative timeline prepared by Nutmeg Construction. It may be possible to keep the Library open throughout the project. Part of the Town Hall meeting room will be used to house the Health Department during the construction. The Library may be able to continue using the Library meeting room until the end of 2004.

Christine Fortunato commented that more asbestos abatement may be needed at Town Hall and the Library than planned. During the Webb School project it has been discovered that there was more asbestos at the school than originally believed.

VII. Financial Report

A. Operating budget

Laurel distributed an up-to-date report on the operating budget and reviewed each account with the Board. The Board members liked the new format and the explanatory descriptions.

B. Trust funds

Laurel distributed an up-to-date report on the Action Fund. The report summarized activity from August 1, 2004 to September 28, 2004.

VIII. Friends of the Library report

Jane Sjoman distributed a current financial statement for the Friends.

Greg Curtin reported that he had sent a letter to the Friends requesting a donation to purchase two CD racks and a magazine displayer. Jane responded that the Friends declined because they are waiting to make significant purchases for the renovation.

Jane read from Friends President Pauline Uchich's letter which is being sent to current members along with the newsletter and membership renewal.

The book sale will be held Nov. 5, 6 and 7, 2004.

The Friends annual meeting will be held on October 14, 2004, at 1 p.m. The 2004-05 officers will be elected at the meeting.

IX. Chairman's report. None.

X. IX. Old Business

A. Cornfest

The Cornfest was cancelled because of bad weather. There was no rain date.

B. Retreat

The Board retreat has been rescheduled for Saturday, November 20th from 10 a.m. to 3 p.m. at the Village Tavern.

C. Appreciation reception

It was suggested that the Board wait until the renovation is finished to hold the reception.

XI. New business

A. Phase 2 bond issue referendum.

Laurel said that it was important for people to understand that the first bond issue dealt with reconfiguration of space in the buildings. The second phase is about repairing the buildings. The repairs include replacing the windows, the roofs and the boilers as well as a telephone and communication overhaul. There will also be some landscaping. Copies of the approved information text are available at the check-out desk.

B. 2005 Holiday closing schedule. Vote required.

Laurel distributed a draft of a proposed 2005 holiday schedule for the library. Susan Grady moved, and Donna Brown seconded, that the schedule be approved. All were in favor.

C. Insight software

Liz Kirkpatrick distributed folders of information about the three modules of Insight Software, which includes museum pass management, meeting room booking and reading programs. Liz, Elaine and Pam Kelly attended an information session on the software. The program retains monthly and yearly statistics and relieves staff of tedious tasks. The first module that Library staff suggests purchasing is the Museum Pass Management program for \$1,320. This includes the yearly fee and a training fee. The training fee may be reduced if the Library joins other libraries for the training. There is an annual maintenance fee of \$720. The consortium is working on obtaining better pricing on future yearly costs. There was a motion by Donna Brown, seconded by Lucille Plouffe, to purchase the museum pass program at a cost of \$1,320 to be taken from the Action Fund. All were in favor.

D. Library Director's review and goals

At 8:10 p.m. Brad Milvae moved, seconded by Gene Grayson, to go into executive session for the purpose of discussing the Library's Director's review and goals. All were in favor.

At 8:37 Donna Brown moved, and Lucille Plouffe seconded, to return to regular session.

Lucille Plouffe moved, and Donna Brown seconded, to increase the Library Director's salary by 3%, retroactive to July 1st. All were in favor.

XII. Adjournment

Lucille Plouffe moved, and Brad Milvae seconded, that the meeting be adjourned. All were in favor. The meeting adjourned at 8:39 p.m.

Pauline Moon, Secretary