

## **Wethersfield Library Board Minutes of October 26, 2004, Meeting**

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

Motion made and seconded to approve the minutes of the September 28, 2004, meeting as corrected. Unanimously approved.

Motion made and seconded to increase the cost of photocopies to 15 cents. Unanimously approved.

## **Wethersfield Library Board Minutes of October 26, 2004, Meeting**

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

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

Chairman Greg Curtin called the meeting to order at 7:05 p.m.

- I. Other items for the agenda: None.
- II. Public Comments: None.
- III. Town Council Liaison report:

Christine Fortunato remarked that the board is doing a fine job and should keep going forward with the referendum. She recommended that more "YES" signs be placed on the Silas Deane Highway. She suggested getting the support of the local businesses by asking them to place a "YES" sign on their properties.

#### IV. Approval of minutes of September 28, 2004, Meeting:

Gene Grayson moved, seconded by Donna Brown, that [the minutes of September 28, 2004](#), be approved as corrected. All voted in favor.

#### V. Director's Report

Laurel reported that the library had received a refund check in the amount of \$75.00 from the Wethersfield Chamber of Commerce for the reimbursement of the Cornfest, which was rained out.

Loucindy Raymond, part-time Library Assistant, resigned to accept a full time position in the library at Western CT State University.

Sarah Hyland, full time Library Assistant, resigned to attend graduate school.

Mary Raymond has been hired as a part-time Library Aide.

Katherine Cameron has accepted the full time Library Assistant's position to assist the Office Manager. She will be starting on Monday, November 8, 2004.

Student behavior after school has been good. Laurel Goodgion and Andrea Kogut met with Detective Mike Fisher. It was a very productive meeting. Detective Fisher has noticed that the atmosphere at the library has improved.

Laurel said that to date there have been no revisions to the renovation construction schedule. Work has begun. Ground Floor north is being prepared for the asbestos abatement removal.

Laurel showed the Board the note cards which are available for Board members and staff to use. She also showed the "shell" that was designed for the library newsletter.

The Staff Recognition display should be ready next week

## VI. Financial Report

### A. Operating budget

Laurel distributed an up-to-date report on the operating budget and reviewed it with the Board.

### B. Trust Funds

Laurel distributed an up-to-date report on the Action fund. The report summarized

September 1, 2004, to October 26, 2004.

## VII. Friends of the Library Report

Jane Sjoman distributed a current financial statement for the Friends as well as a report on the sources of the funds. She stated that the Friends book store will be temporarily out of business once the renovations start.

The book sale will be held on November 5, 6 & 7, 2004.

## VIII. Chairman's report: None.

### IX. Old Business

#### A. Retreat

The retreat will be held on Saturday, November 20, 2004, from 10:00 a.m. to 3:00 p.m. at Village Tavern. Laurel reported that Pat Holloway, director of the New Britain Public Library, will serve as facilitator. She will be meeting with the Governance Committee to plan for the retreat.

Board members suggested that the following issues to be discussed:

- Development of the Board's goals - the vision of the future.
- Building an advisory board - capable of bringing in revenue and providing core support from the public - how the library is to grow for the future.
- Have a "state-of-the-library" reception
- Development of a Facility Maintenance Plan - provide details on maintenance goals for the library
- Establish and use endowment funds

#### B. Revised 2005 Holiday closing schedule

Laurel said that the town hall will be closed for Veteran's Day in 2005; therefore, the library will also be closed. Staff will now have one floating holiday instead of two floating holidays because of this change.

## X. New Business

### A. Photocopier purchase

Laurel distributed a proposal to purchase another black & white photocopier that would replace the Xerox color copier. The five-year lease on the latter expires in November 2004. She suggested buying a machine similar to the one that was purchased last year for public use. That Canon copier is on the state bid list. Having two copiers would improve the ability to meet public demand.

The board recommended waiting a couple of months and requested that the staff check the traffic flow to

attempt to monitor public demand for the copiers. Greg Curtin said that the Board will re-evaluate the proposal for purchase in a couple of months.

Christine Fortunato suggested that the library add a "wish list" column to the library newsletter in which the library could list items that are needed. She advised Laurel to contact Bonnie Therrien to obtain the state surplus site in order to determine if any copiers are available for purchase. She reported that many businesses use that site.

#### B. Cost of photocopies

A motion was made by Lucille Plouffe, seconded by Gene Grayson, that the price of black & white photocopies be raised to 15 cents a copy. All were in favor.

Karen Mortensen arrived at 8:15 p.m.

#### XI. Adjournment

Gene Grayson moved, and Karen Mortensen seconded, that the meeting be adjourned.

All were in favor.

The meeting adjourned at 8:16 p.m.

Pauline Moon, Secretary