

## **Wethersfield Library Board Minutes of December 7, 2004 Meeting**

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

Motion made and seconded to approve [the minutes of October 26, 2004](#). All were in favor.

Motion made and seconded to appropriate \$8,750 from the Action Fund for the purchase of new computers and site licenses, contingent on a discussion with town officials to see if any funds were available. All were in favor.

Motion made and seconded that the proposed 2005 Library Board meeting schedule be adopted. All were in favor.

## **Wethersfield Library Board Minutes of December 7, 2004 Meeting**

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

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

Vice Chairman Gene Grayson called the meeting to order at 7 p.m.

### I. Other items for the agenda.

The purchase of new computers was added under New Business.

II. Town Strategic Planning Committee. *Delayed until committee representative arrived.*

III. Public comment. *None.*

IV. Town Council Liaison report. *None.*

V. Approval of minutes of October 26, 2004. *Vote required.*

A motion to approve the minutes was made by Donna Brown. It was seconded by Susan Grady. All were in favor.

Greg Curtin arrived at 7:03 p.m.

### VI. Director's Report

The December 2004 issue of the *Word by Word* newsletter was distributed. Lucille Plouffe suggested that a library "wish list" be added to the newsletter as Christine Fortunato had suggested at the October 28th meeting.

Laurel reported that the family of Fannie de Simone had asked that memorial donations be made to the Wethersfield Library. Laurel will consult with the family as to the use of the funds.

She reported that she had sent out a Request for Proposal to three people seeking bids for a strategic planning consultant. Funds for the consultant fee have been offered by the Hartford Foundation for Public Giving.

Karen Mortensen arrived at 7:05 p.m.

Elaine Zieller attended the town safety committee meeting and reported on the wrist and neck problems some staff were experiencing while using their computers. The Town Manager notified CIRMA, who sent a representative to evaluate the situation. He made suggestions, and a written report will be forthcoming. Over 200

applications have been received for the full-time and part-time library assistant positions now open. Interviews with six applicants are scheduled for December 8th. The Town Council approved Peter Wells as the architect for the second phase of the renovation.

## VII. Financial Report

### A. Operating budget

The latest report on the operating budget was distributed and reviewed. A separate accounting of the materials budget (which included the funds pledged by the Library Board from the Action Fund) was also distributed.

### B. Trust funds

An up-to-date report on the Action Fund was distributed. Laurel reported that a local couple had donated \$500 to the Library which they hoped would be matched by UTC. Laurel has suggested that the funds be used for children's programs. She will confer with the couple. She further commented that donations to the library appear to be increasing. Laurel thinks this is the result of improved service and the increased visibility of the Library.

## VIII. Friends of the Library report

Jane Sjoman distributed a financial report for the Friends. The Friends have liquidated their inventory of books and currently are not planning any future book sales because of the renovation. No Friends board meeting has been scheduled for January 2005.

Leah Later has resigned from the Board.

Lucille Plouffe expressed concern that the Library does not have sufficient CD racks to display all of the CDs. The suggestion was made that Joan Gauthier attend a future meeting of the Friends and request that they provide funds so that another CD rack may be purchased. Christine Fortunato suggested that the Library provide information in the *Word by Word* newsletter as to different methods by which individuals could either make a donation, possibly taking advantage of a matching donation program sponsored by their employer, or by making a bequest. A wish list should also be included.

## IX. Chairman's report. *None.*

## X. Old Business

### A. Renovation

A temporary wall will soon be erected in the Library to enable installation of the new entrance. The Library is sharing the ground floor staff room with Town Hall staff. A temporary copier and mailbox room will be created in the rear of Council Chambers. While the main floor rest rooms at Town Hall are being abated, the rest room on ground floor South will be used to provide handicapped access. A master key will be kept in the Town Clerk's office.

## XI. New business

### A. Staff appreciation

The Library Board approved funding a holiday luncheon for Library staff. The funds will be allotted from the Action Fund.

### B. Town Strategic Planning Committee

Ralph Karanian, a member of the Town Strategic Planning Committee, addressed the Library Board. The committee is seeking input on the new three- to- five-year town plan. They first evaluated progress on the old town plan. In January they will begin writing the new plan, which they intend to finish by June 2005.

The committee would like suggestions from the Board by the end of December.

Laurel distributed copies of the RFP for the library planning consultant.

#### C. Proposed Library Board goals

Copies of the proposed Library Board goals and suggested Board Committees were distributed. The committees are: Publicity/Marketing, Board Development and Strategic Planning.

#### D. Progress on retreat goals

Greg Curtin reported that he had spoken to Rick Garey about appearing on Channel 14 to discuss the renovation.

#### E. Proposed Library Board committees

Christine Fortunato inquired whether the Board had created policy and finance committees. Greg responded that the Governance committee discussed financial issues. She suggested having a fundraising committee that might be called Resource Development and include the seeking of grants as one of its charges.

Greg asked that each of the Board committees meet prior to the next Board meeting, which is scheduled for January 25, 2005. He also requested that any committees wishing to have Laurel or Greg attend contact them. Greg will expect a progress report from each committee at the January Board meeting.

#### F. Hennen report

Greg will address the Town Council regarding the Hennen report which Laurel then reviewed with the Board.

Greg Curtin left the meeting at 8:30 p.m.

Vice-Chairman Gene Grayson conducted the rest of the meeting.

#### G. Proposed capital budget

The deadline for the Library's capital budget request is the end of December. The Governance Committee has recommended requesting \$25,000 for a technology upgrade. Many of the Library's computers were purchased in 2001 and will soon be four years old. Christine Fortunato recommended that it be made clear that the technology upgrade is different from anything included in the renovation. The Board members suggested that Laurel request the amount needed. \$25,000 may not be sufficient.

#### H. Computer purchase

Laurel distributed an information sheet on the current library computer problems. The staff is unable to function efficiently on the SIRSI system. Nine new computers are needed immediately. There are not enough funds in the operating budget to cover this expense. There was discussion. Polly Moon moved, and Lucille Plouffe seconded, that \$8,750 from the Action Fund be used to purchase the new computers and site licenses, contingent on a discussion with town officials to see if any funds were available. All were in favor.

#### I. Priorities for proposed operating budget

Several priorities were discussed, including increased staffing in the children's department after the renovation has been completed, an adequate materials budget and computer purchases.

J. Proposed 2005 meeting schedule

Donna Brown moved, and Brad Milvae seconded, that the proposed 2005 Library Board meeting schedule be adopted. All were in favor.

K. Talking points

Lucille Plouffe suggested that information on the improved after-school atmosphere in the library be placed in the newsletter.

XII. Adjournment

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

The meeting adjourned at 9:05 p.m.

Pauline Moon, Secretary