

Wethersfield Library Board Minutes of December 2, 2003 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; Jane Sjoman, Friends of the Library representative.

The meeting was called to order by Greg Curtin at 7:02 p.m.

- I. Other items for the agenda. None.
- II. Public comment. None.
- III. Staff presentation: Regina Aleksandravicius

Regina presented an overview of the Children's Department at the Library Board's December meeting. The Board was briefed on what tasks children's staff completes on a daily basis. Of the 35 hour work week, approximately 15-20 hours are spent at the information desk, about 10 hours is spent conducting programs and the remaining 5 hours is taken up with collection development, weeding, reports, program planning and many other related tasks. Particularly noteworthy is that even though circulation of children's materials has doubled and programs have tripled since FY 1998-1999, staffing has not.

Regina gave an overview of the activities and challenges of the Children's Services department. Regina believes in giving children what they want. Her multiple goals include creating life long learners and promoting information literacy. The children's staff keeps up with children's needs and tries to be proactive. They like to greet patrons and offer help before it is requested. The department has grown to three full-time positions. Working with children requires energy, creativity and flexibility. The majority of staff time is spent in planning and presenting programs (5-10 hrs. a week) and in providing service at the desk: reference, reader's advisory and homework help (15-20 hrs. a week). Children's circulation has increased. Regina likes to see challenges as opportunities for service. Future opportunities for service include providing outreach programs to schools, offering computer classes for children, running a homework center.

The children's department will be re-locating to the ground floor and this will require an increase in staffing.

- IV. Town Council Liaison report.

Christine Fortunato has been appointed as the new Council liaison to the Library Board. She was unable to attend the meeting.

- V. Approval of [minutes of October 28, 2003](#).

Donna Brown moved and Lucille Plouffe seconded that the minutes of October 28, 2003 be approved. All were in favor.

- VI. Director's Report

Laurel presented a revised holiday closing schedule for 2004. Brad Milvae moved and Susan Grady seconded that the revised schedule be approved. All were in favor.

Laurel informed the board that volunteer Jane Sjmon has started to reclassify the adult music CD collection using the ANSCR system.

Senator John Fonfara approached the library with an opportunity to use \$20,000 to serve preschool children and their parents. Laurel suggested the Family Place Library program. She will speak with Councilor Julie Montineri

about this project. The Board asked Laurel to send them information about the Family Place project.

Town Manager Bonnie Therrien has requested that all department heads turn in their requests for Capital Improvement projects. The Board suggested that Laurel include her description of the library building problems.

Bonnie will be giving the newly elected Town Council a tour of all town departments on Saturday, December 6th. The library will be included in the tour.

Laurel is continuing to work on building connections with the schools. Asst. Supt. Judy Golden will be giving her tours of all the school libraries.

Laurel reported on the two focus groups which she has held so far. A library board member was present as an observer at each. The first group was a mixed group. The second group was made up of senior citizens. Laurel hopes to hold a third session in January with young parents. Donna Brown suggested that Laurel hold one session with students made up of members of the student councils at the high school and middle school.

VII. Financial Report

a. Operating budget

Laurel reviewed the latest operating budget report. She is concerned about the salary account. Laurel reported that the old Xerox copier lease had expired and the copier has been returned. The new copier purchased by the Board with Action Funds is in use. Laurel reminded the Board that they had approved using \$10,000 from the Action Fund to purchase new computers.

b. Trust funds

Gene passed out copies of the Library Trust Fund report for the third quarter.

VIII. Friends of the Library report

Jane Sjoman passed out the latest financial report from the Friends of the Library. The Friends have a balance of \$35,000. Laurel has asked the Friends to purchase two racks for children's audio books for a total cost of \$1,000. The Friends have not yet made a decision on the request. Greg will write a letter to the Friends regarding the request.

IX. Chairman's report

Greg presented new library cards to the new Town Council members. He spoke to them about the reduction in library hours. He was asked when the library would return to the previous schedule. Funds to accomplish this will be requested in the next budget proposal.

X. Old Business

A. Attendance at Town Council meetings.

Greg asked Board members to volunteer for future presentation. Polly will speak on December 15th. Karen Mortensen, Susan Grady and Lucille Plouffe all volunteered for future sessions as did Jane Sjoman, who will speak on volunteers.

B. Renovation.

Laurel has been meeting with the architect once a week. Gene and Laurel visited the Plainville and Farmington libraries to see their renovated facilities. Both were designed by Tuthill & Wells, the architectural firm that will work on Wethersfield.

C. Unionization.

There has been no activity.

D. Salary schedule.

The proposed salary schedule was tabled and will be reviewed at the March meeting to see if there are sufficient funds in the budget to implement the schedule for the 4th quarter.

E. Board bylaws.

The proposed revision of the bylaws was tabled until January when the board hopes to have some language on indemnification of board members.

XI. New business

A. Salute to business.

Laurel encouraged board members to attend the EDIC/Chamber of Commerce reception on Dec. 3rd.

B. Donations policy.

Polly Moon moved and Susan Grady seconded that the proposed Donations policy be accepted with the suggested corrections. All were in favor.

C. Town Technology Committee.

Donna Brown has agreed to serve on the new Town Technology committee and her name and resume have been submitted. Betsy Bray, director of the library in Rocky Hill and a new resident of Wethersfield, has also volunteered to serve.

XII. Adjournment

Brad Milvae moved and Gene Grayson seconded that the meeting be adjourned. All were in favor.

The meeting was adjourned at 9:03 p.m.

Pauline Moon,
Secretary