

Approved

**Wethersfield Library Board
Minutes of May 27, 2014**

Members present: Dorene Ciarcia, Martha Conneely, Mary Frazier, John Gallivan, George Kelly, Joe Aguiar, Laila Mandour

Others: Laurel Goodgion, Library Director
Carolyn Vallieres, Friends of Wethersfield Library
Jeff Kotkin, Town Council Liaison

CALL TO ORDER: Chairman Dorene Ciarcia called the meeting to order at 6:34 p.m.

PUBLIC COMMENT:

None

ADDITIONS TO THE AGENDA

None

FRIENDS OF THE LIBRARY:

Carolyn reported that the Friends will be funding some children and teen programs. They will be working on their budget over the coming months.

The Friends sponsored their opera program in May. It was held in the council chambers and attended by approximately 25 people.

They will be doing a town-wide mailing in September as part of an effort to increase membership.

The annual meeting will be held in October. It will have a Mark Twain theme, with Cindy Lovell, Executive Director of the Mark Twain House, as a special guest.

The next book sale will take place in November. Donations are being accepted.

COUNCIL LIAISON

Jeff reported that the Council has finished its work on the budget. The Library budget passed unanimously. It is basically the same as we previously discussed, with some reduction in health insurance costs.

Overall the town budget shows some additional interest expenditure due to the high school renovation and some additional road spending due to the rough winter weather. One item of

possible interest to the Library is the addition of a police department resource officer for Silas Deane Middle School, starting in January.

LIBRARY BOARD CHAIRMAN

Dorene thanked Board members for their efforts in the director search process and interviews.

APPROVAL OF THE MINUTES

John Gallivan moved that the minutes of April 22, 2014, be approved. Joe Aguiar seconded the motion. All voted in favor, except Laila Mandour, who abstained.

DIRECTOR'S REPORT

Laurel reported that the computer migration project should be completed next week. Celia Allison and the Collection Services staff have been working hard along with the twenty-nine other libraries in the consortium to complete the project. Laurel distributed a news release describing the new circulation system. One result should be a more user friendly catalog.. It should also provide more useful reports about what we are loaning.

Laurel has been working with Town's new Finance Director Mike O'Neill on setting up a new merchant banking account so patrons can use credit cards at self-checkout. She may need to request approval of an expenditure from Connecticut funds to complete this project.

The Town wanted to install security cameras inside the Library; Laurel asked they be placed outside instead, due to privacy concerns. The Town has agreed.

Librarian Ken Bastura is retiring. In addition to providing reference service, Ken teaches the computer classes at the Library, maintains the website and manages the music CD collection. He will be missed. The selection process for a new person to fill this position is nearly complete. Laurel and Pam Kelly will be interviewing the final candidates soon.

COMMITTEE REPORTS

Finance Committee

The Finance Committee has not met due to everyone's involvement in the director search process. Laurel suggested that the Committee meet with Mike O'Neill, the Finance Director. She will arrange a meeting.

Outreach Committee

No report. The chair, Stephanie McKenna, has resigned from the Board.

Martha Conneely raised the possibility of increased outreach with Corpus Christi School. Laurel agreed that this is a need, and she has taken some steps in that direction. This effort will continue.

EXECUTIVE SESSION

Laila Mandour moved to enter executive session for the purpose of discussing personnel matters. John Gallivan seconded.
All voted in favor.

Laurel, Carolyn and Jeff Kotkin left the meeting.

The Board went into executive session at 6:52 p.m.

The Board came out of executive session at 7:58 p.m.

CONDITIONAL OFFER OF EMPLOYMENT

Mary Frazier moved to extend a conditional offer to a candidate for the Library Director position. Joe Aguiar seconded.
All voted in favor.

AUTHORIZATION OF SEARCH COMMITTEE

Laila Mandour moved to allow the Search Committee to convey the conditional offer to the Library Director candidate and to engage in discussions and negotiation, and to take any necessary action. Martha Conneely seconded.
All voted in favor.

EXPENDITURE OF FUNDS

John Gallivan moved to authorize the expenditure of up to \$400 for the staff luncheon to be held for Laurel. Laila Mandour seconded.
All voted in favor.

ADJOURNMENT

Laila Mandour moved to adjourn. Mary Frazier seconded. All voted in favor. The meeting adjourned at 8:04 p.m.

Respectfully submitted,
George Kelly, Secretary.