

Weston Public Library Board  
Board Meeting  
Monday, February 12, 2024  
7:30 PM—Weston Public Library, Conference Room A

PRESENT: Lori Goertz, Amy Sanborn, Barbara Groves, Jen Muscato, Ian Parsells

BY PHONE: Sharon Murphy

FRIENDS REPRESENTATIVE: Marina Coprio

Chairman Goertz called the meeting to order at 7:32 PM

It was with great regret that Chairman Goertz announced the resignation of Rick Ross. He has been a valued member of the Board and will be missed.

Since there was a change in the order of the agenda, Amy pointed out that it needed Board approval. A motion was made, seconded and passed unanimously to change the order of discussion.

*Minutes*

September 28 Board Minutes

Amy moved that we accept the minutes. Lori seconded. The vote was unanimous.

Amy pointed out that according to Robert's Rules of Order, a vote is not needed by the Board.

October Board minutes were tabled because they weren't sent to the Board.

Dec. 11 Board Minutes

Jen moved to accept the minutes; Barbara seconded. The vote was unanimous

Jan. 8 Special Board Minutes

Jen moved to accept the minutes; Barbara seconded. The vote was unanimous

Jan. 12: Budget meeting

Tabled to correct verbiage.

Jan. 19

Tabled until next meeting

Feb 9 Special Building & Grounds Committee meeting

Tabled

Feb. 23 Special Board Meeting

Barbara moved to accept the minutes, Jen seconded. The vote was unanimous

*Treasurer's Report*

In the Director's Report, books purchased from Peggy Schaefer Fund for \$177.61. Children's programming reimbursement of \$225.84. Director Parsells has been sending thank you notes to recognize contributions

Chairman Goertz moved to accept the Treasurer's Report; Amy seconded. The vote was unanimous.

## *Director's Report*

In outreach to the community. Karen Bennett has been getting suggestions from schools and the public as to books which should be added to our collection. If we need particular books, ARPA funding is available

A woman from the community responded to the outreach and is now holding a Spanish version of story time

The Ella Gifford Award was stopped a few years ago awarding senior volunteers. The Board may reconsider acknowledging rising junior volunteers with this honor. If so, it would be conferred in September of their senior year.

Ed Craft has spoken to Director Parsells about the grand piano in the Community Room. Sound board is cracked, some pins are weird affecting the tonal quality of the piano. The caliber of performers are requesting a better instrument. During Sunday Soundscapes, it became more apparent. Ed would like to publicize that the library needs another small grand piano. There are many used pianos out there that we might be able to use. Our piano technician will check out whatever piano we can find. The Board might need Town Hall's approval since it's a town asset. Ed wants to start soliciting for a piano donation but not a monetary donation.

Library can solicit material donations, but not money. Should the campaign fail, The Board would have to revert to the Friends for help. Ed would like to have 6 months of effort, then, if necessary, would reevaluate campaign.

The sense of the meeting was that we move ahead to investigate getting a new piano. By our next meeting, we hope know more.

## *Committee Reports*

### **Budget**

Director Parsells was asked to include expenditures totaling \$70,000 for needed repairs to the library. Adding additional staff was not approved. The Selectmen will be reviewing the budget on Thursday, February 15.. The generator is being bumped again. There was money allocated for an air handler. If we can get a state grant, it would cover half the cost meaning hence the entire cost would be covered. Security camera systems are outdated. Lighting cost was dropped to \$65,000, from \$90,000.

Director Parsells will try to find out about the town-wide audit, Tecton that performed the audit. Larry Roberts, Public Works Department might have a copy.

Chairman Goertz has a draft of library philosophy and a summary of how the Board has spent Endowment Fund money.

One benefit that has been realized is that current staff will get the benefit of more work hours and raises.

### **Building & Grounds**

After reviewing a proposal for the landscaping of the Eugene Lequin Memorial Park, Chairman Goertz made motion to purchase up to \$500 for new specimens. The motion passed unanimously. Amy is going to look through the Town Green files to see if they have any funds remaining.

The Board reviewed the proposed changes to the Teen Area. Barbara was concerned about security. It was pointed out that kids walk around the library and there are areas where they can't

be seen. The Teen Area would actually be better monitored. The change will be made after budget season as soon as time permits. If needed, carts to hold the books could be rented while the changes are being made.

There will be 15 chairs with arms and a special sled for their storage. There will be 65 regular chairs with poly seat and back. Two sleds will be needed for their storage. That cost will be \$17,248.30. This cost will be covered by donations: \$10,000 from the Offutt Fund, \$2,500 from the estate of Ron Caruso, another \$2,000 from a donation in November and \$500 from the RMA Charitable Fund. The tables would have dark walnut top and grey legs. The Friends will cover half the cost, total \$8,000. Tables can be stacked anywhere, facilitating storage.

The delivery company could remove the old chairs which is included in the cost. Delivery will take about 6 weeks. 20 old chairs would be retained for arts and crafts. The total cost of chairs and tables is \$25,269.30.

Anne moved that the Board finance the purchase of the chairs and tables for \$25,269.30. The motion passed unanimously. The Friends will vote at their \$4,000 contribution at their next meeting.

### Policy

Amy moved that we accept the Internet and Computer Use Policy as distributed with changes. Anne seconded. The motion passed unanimously.

Code of Conduct. There is a new unattended children's section. The sense of meeting was that it was okay. Director Parsells will give it to the attorney for review.

Policy on Use of Community and Conference Rooms. Procedural changes are done by the Director. Consideration of a deposit for use on the application is subject to the Director's discretion. Generally, individuals may use the room. Tutors may use the conference rooms but they will have to reserve the room and pay for it because they are working for profit. Sense of the meeting was that it was okay to send to the attorney for review.

### Programs & Publicity

The committee has started working on the proposals for a new library logos.

### *Old Business*

Committee assignments may have to be reassigned. Currently, we are in need 3 more board members, 2 can be democrats the other one can be either republican or independent.

### *Friends*

March 2: in collaboration with Weston History & Cultural Center, there will be a program by Tammy Denease about Bessie Coleman, the first Africa-American female aviator.

Anne Mastroianni will be working on a program that Friends are funding.

Shredding Day is coming in May

Anne moved to adjourn and Barbara seconded. The motion passed unanimously. The meeting adjourned at 10:17 PM.

Respectfully submitted,

Anne Hunt  
Secretary

The next board meeting will be Monday, March 11.

Weston Public Library Director's Report February 12, 2024

Incidents No incidents to report. Personnel Anne met with circulation staff in January to refresh protocols and to look for efficiencies in processing materials/working with the public. Anne, Kara, and Ian worked on developing new procedures based on that feedback to improve workflows and ease burdens. Town Hall sent out a digital scams test administered by KnowBe4, a company specializing in cybersecurity, for all employees to complete. This was required as part of the Town's cybersecurity insurance. General Updates Initial orders of Spanish materials for all ages have been ordered and are being housed on the staff office shelving until they are shelf-ready. A Mezzanine shelving unit was moved to the main floor to expand available space for the new adult collection. DVDs were shifted down and board games have been moved to the new Games section in the Café to make room for the Children's Room Spanish collection. An updated collection extract has been sent to CollectionHQ for analysis. An update will be provided for the March board meeting. The Garden Club has disbanded. The Library was gifted the storage cabinet located near the staff entrance and it will be used for program supply storage. Operations In January, the Library was open 29 days. The gate count was 4,608 patrons (9% increase over January 2023 – 4,186). We circulated 5,132 physical items (2% decrease from January 2023 – 5,213) and 1,952 digital (14% increase from January 2023 – 1,674)

#### Facilities and Grounds

During and after the next significant rain storm, Ian will record not only the catch basin drainage, but the general site drainage across the Library campus so that it can be sent to the Building Committee for review. They will then determine what size system will be needed to remedy drainage issues on the front of the Library in anticipation of the patio expansion project. The Library has two gas leak detection sensors: one on the main floor and one in the basement's boiler room. Side tables were moved from the lobby to other locations in the building. One was moved to accommodate a new shelving unit and the other to eliminate a tripping hazard. The Library has a new regular cleaner as our most recent had to undergo surgery. This resulted in some areas seeing poor cleaning. Shamrock was notified and service has improved. Finances Director's Fund January Expenses: Check Number Date Amount (programs) Amount (other) Payable To Details 267 1/8/24 \$62.26 Baker & Taylor Classics of literature\* 268 1/8/24 \$115.35 Baker & Taylor Classics of literature\* 1/9/24 \$90.18 BJS Wholesale Refreshments for FLAG 1/31/24 \$.32 TDBank Item Paid Charge 1/31/24 \$.65 TDBank Deposit Ticket Charge 1/31/24 \$.08 TDBank Item Deposited Charge 1/31/24 \$9.00 TDBank Maintenance Fee Total Expenses: \$277.84 \* Peggy Schaeffer Fu

January Deposits: Date Deposit Details 1/2-1/31/ 24 \$65.97 Stripe 1/3/24 \$507.37 Paypal transfer – donations 1/3-1/30/ 24 \$118.01 USA Technologies 1/12/24 \$225.84 Town reimb. For Children's program digital purchases 12/29/23 \$11.52 Interest Total Deposits: \$928.71 Technology The two computers that

were acting up in December have been serviced by NOVUS and returned to normal use. The 3D printer has been outfitted with a .40mm nozzle (standard size) to accommodate general usage of the machine. We have a new teen volunteer who will be making use of the machine after school to drum up interest in the technology once we unlock the MakerSpace permanently. Ian will still be providing instruction on the 3D printer and Anne will provide instruction on the Cricut and Photo Scanner. Programs For February programs, please visit:

<http://www.eventkeeper.com/mars/xpages/W/WESTON/EKMONTH.cfm?zeeOrg=WESTON> January's biggest event was Emma Roger's Classical Voice Recital sponsored by the Friends. The performance saw an attendance of 70 people who came out to hear the young Weston talent. The other Friends' programs continue to see strong attendance with the New Yorker seeing 13-15 active members and the book clubs seeing 9-11 readers. Ian demoed the Library Speakers Consortium, a digital resource that brings big-name authors to libraries that normally can't afford their individual fees, as a consideration for Weston. The Library Speakers Consortium interviews authors live on their platform with Q&A from attendees at the end, as well as providing an archive of all previous interviews. Because the resource is devoted to featuring at least 50% women and BIPOC authors, it would be a strong candidate for Town ARPA funds as it would expand the diversity of Library program offerings. The demo provided was pretty impressive so he passed the information to Adult Services Librarian Anne and Susan Richard of the Friends for their feedback. Both liked what they saw so we will be ordering the resource in February with a 2-year subscription. Adult Services Anne Mastroianni The weeding of the adult fiction collection is complete. The remaining books will now be shifted to even out the spaces and make room for more end of shelf display. A new collection featuring fiction and nonfiction books for adults in Spanish has been ordered and is arriving at the library. The collection will contain popular titles translated into Spanish as well as original works from Europe and Latin America and will be housed on the wooden shelves near the circulation desk. The Silent Book Club has been rebranded to the "Quiet Book Club" in hopes that it will attract more people to the February meeting. A day of programs and activities has been planned for this year's Leap Day. There will be lectures, crafts, demonstrations, and instruction in library technology.