

Weston Public Library Board
Regular Meeting

Wednesday, March 4, 2020
7:30 PM, Public Library Conference Room

DRAFT Minutes

Attendance: Thomas Burke, Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Rick Ross, Amy Sanborn, Cyprian Toczec, Karen Tatarka

Guest: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:30 PM

1. Member Sanborn made a motion to move approval of the Minutes for the Regular Board Meeting of February 4, 2020 to the first item on the agenda. Second by Member Hunt. Motion carried unanimously.

2. **Minutes:**

Member Jansen made a motion to approve the Minutes for the Regular Board Meeting of February 4, 2020. Second by Member Goertz. Motion carried unanimously.

Member Murphy made a motion to approve the Minutes for the Special Budget Committee Meeting of February 14, 2020. Second by Member Burke. Motion carried unanimously, with abstentions from Members Burke and Ross as they did not attend the meeting.

3. **Budget:** The Board reviewed the current status of the Library Board operating budget. The proposed 10.7% increase includes an increase in the cleaning budget due to a reallocation of hours by the Town and increase in the rate the Town is being charged. The increase related to items requested by the Director is 3.3%. The Board discussed the timing and process for dissemination of the “Thank You for Our Most Successful Year” infographic and the discussions held at the Budget Committee Special Meeting on February 14th. The Board was reminded that the BOF public hearing on the budget is Tuesday, March 24th and the BOF deliberations on the budget is Tuesday, April 7th.

Member Ross made a motion to enter Executive Session to discuss history of recent comments by the Chairman inviting Susan Richard to join. Second by Member Groves. Motion carried unanimously.

The Board came out of Executive Session at 8:39 PM. No motions followed.

4. **Space Planning:** Director Tatarka reviewed the status of the Children’s Room remodel. The BOS approved the contract with the State at its meeting on February 6th. She needs to confirm that the contract was sent to the State. The State Librarian, currently part time awaiting his retirement replacement, needs to sign and return the contract before any work may commence. The vendor is currently updating the pricing. Director Tatarka continues to work with Town Administrator Luiz to finalize the costs for the Town projects that were included with the grant application. The State Library made an offer to a candidate for the State Librarian position, but lost the candidate.

Member Sanborn gave a brief update on the Offutt Center project. There was a meeting on February 20th among the OCC members. The OCC discussed the status of the project and the scope and frequency of input the Town will require during the development of Design and Construction drawings. Letters between the Trustee and First Selectman Spaulding were discussed. The OCC is still awaiting a timeline from Ms. Przada. Member Ross discussed the uncertainty surrounding the Offutt project and its potential future impact on the funding of the Library’s current operations if money for the Endowment (for operations) is somewhat limited. He also raised the

issue of staffing related to managing the addition when the Library is currently understaffed. The sense of the meeting was that until the design and construction documents are completed and there is a better clarity with respect to the all-in cost of the addition, it is premature to make any decisions.

5. **Treasurer's Report:** The Board discussed the draft October 2019 and draft January 2020 Treasurer's Funds Activity Reports distributed by Treasurer. With some questions outstanding, Member Sanborn agreed to work with Treasurer Toczek to revise the reports.
6. **Chairman's Reports:** Daffodil Days: Member Groves discussed some of the ideas for Daffodil Days in April.

Member Groves made a motion to approve up to \$50 to purchase Lucite sign holders for use by the Board and the Friends. Second by Member Ross. Motion passed unanimously.

Member Murphy made a motion to approve up to \$200 to purchase a "thank you to patrons, volunteers, donors and staff" banner to hang above the circulation desk for use annually for Daffodil Days. Second by Member Ross. Motion carried unanimously.

Members Groves and Goertz shared the Daffodil Days Committee's thoughts regarding food and music for the reception for donors and volunteers to be held Sunday, April 19th.

Member Goertz shared her vision related to invitations, physical and digital. The sense of the meeting was for Member Goertz to work with a friend of hers to design a professional invitation. Member Goertz shared her spreadsheet of invitees. Other sources of names to be invited were also discussed.

Member Ross made a motion to approve up the \$500 for invitations and postage. Second by Member Burke. Motion carried unanimously.

Member Goertz will post the confidential invitation list to the Board's Google Drive site. The document is confidential as it includes personally identifiable patron information.

Car Show: Member Toczek reported that he has been working closely with the Friends on the fall Car Show. It is now scheduled to be held from 7 AM to 5 PM on October 10th at the Weston High School parking lot with a rain date of October 11th. They are working on a donor/sponsor structure/package. Member Goertz will work with Member Toczek on this. In her Director's Report, Director Tatarka mentioned the Volunteer Fire Department had asked Town Departments if there was interest in participating in the Memorial Day Parade. The sense of the meeting was that this would be a good opportunity to publicize the show.

Beautification: Member Hunt reported that the Beautification Committee is moving things along. Apparently, the daffodils along the stone wall by Town Hall will be removed. Member Hunt has asked if they might be replanted in the area behind the Library where the Board has planted daffodils in the past in honor of Franc Vitale.

7. **Director's Report:** Director Tatarka reviewed various items in the Director's Report including the topics highlighted below.

There was a discussion of the new Town web site to be launched shortly and the request for input from the Library to create content for its page. It is the hope that this page may redirect users to the existing Library web site.

Discussion of WVFD Memorial Day Parade participation covered above.

The Vitale plaque has arrived. It is in the Director's office for anyone who would like to see it. It is lovely. It will be unveiled during the Daffodil Days reception. Tony will explore how it will be hung in the vestibule.

Director Tatarka outlined the current situation related to one of the AWE stations in the Children's Room and the opportunity to extend the warranty. Additional information needs to be obtained. With a short time-line on this,

Member Sanborn made a motion to approve up to \$1,050 for new warranty unless Director Tatarka determines that it would be more prudent to take the risk of not extending, but instead buying a new AWE station for approximately \$1,700 should this unit die. Second by Member Toczek. Motion carried unanimously.

Member Hunt made a motion to approve up to \$650 to support Children's and Teen Librarian Petrino's summer Reading Kick-Off Event. Second by Member Burke. Motion carried unanimously.

The Director's Report, Departmental reports are attached.

8. **Old Business:** The Board discussed the need to update the Library's Guidelines for Accepting Donations Policy and Donation Policies. The Gifts, Trusts and Donor Recognition Committee agreed to commence work on this update.

The Board reviewed the corrected Library Board Standing Committee assignments and agreed it was now accurate.

9. **New Business:** None

10. **Friends:** Susan Richard reported on upcoming Friends programs: The photo show has come down; there will be a show of student photography in June; on February 23rd approximately 45 people attended the LWV and the Friends screening of the documentary, Let the People Decide followed by a Q&A with the filmmaker and Weston resident, Gavin Guerra; approximately 15 people attended the Readers and Writers series, First Time authors on March 1st. Upcoming programs include: an award-winning theater piece by Kimberley Wilson capturing the spirits of Harriet Tubman, Sojourner Truth, Rosa Parks, Maya Angelou and other courageous black women cosponsored by the Friends and the LWV on March 8th; and Founding Mothers with Monica Peterson, story-teller and actress on March 22nd; a possible program in the Readers and Writers program May 2nd with a children's author; a program on May 9th with the Historical Society repeating the dramatic performance with three actresses portraying Alice DeLamar, Eva Le Gallienne, and Katharine Ordway, those who were celebrated in the Historical Society Exhibit, Three Women Who Made Weston. There may be a program with Lachat and the LWV related to suffrage and a Speak Easy program at the beginning of May. She reported that the book groups and the New Yorker group continue to do well.

11. **Adjournment:**

Member Burke made a motion to adjourn at 10:43 PM. Second by Member Ross. Motion carried unanimously.

Next Board meeting is **MONDAY**, April 6th at 7:30 PM. (Changed due to BOF budget deliberation meeting scheduled for Tuesday, April 7th.)

Respectfully submitted,

Amy Sanborn
Secretary

As approved May 5, 2020

Weston Public Library
Director's Report
March 4, 2020

Space Planning

- Children's Room –The First Selectmen has signed the contract for the State Library and we are just awaiting its approval by the State Librarian so that we can begin ordering. Charlie is working on updating the proposal, including shelving with vented bases for the perimeter walls. He will include any furnishings not on State Contract separately (these items are kindly being provided by the Friends and are not eligible for grant funds).
- The Offutt Center Committee continues to meet the first and third Thursday of the month. Update will be provided by the Committee co-chair at the meeting.

Strategic Planning

- Staff have all received the interim strategic plan. I will begin meeting with staff individually in May to start tying in goals and objectives for the next fiscal year.

Finances

- The Library request in the First Selectman's budget reflects a 10.7% increase to the current fiscal year. The majority of this increase (about 7%) is for contractual salary increases, increases in the minimum wage, corresponding increases to PT salaries, and the incorporation of all cleaning services into the Library's budget. The remaining increase reflects a \$10,000 increase in the Library's materials line, funding for a self-checkout machine, an increase to the supplies line (to reflect increase in cost of processing books), an increase in the programming line, and an increase in subscriptions and memberships to reflect the security software used on the public computers.

Building

- Town Administrator Luiz arranged for a cost estimate for the grant eligible emergency lighting upgrades David Cordeau from Lighting Services, Inc. visited the Library on 2/12 with Fire Marshal Pokorny and Building Inspector Esposito to review the upgrades. Mr. Cordeau provided a cost estimate for Town Administrator Luiz's review.
- On February 18, Offutt Center Architect Przada arranged for a representative from Kohler Ronan to review the existing mechanicals and electrical services at the Library in preparation for design development of the addition.

Library Programming

- Full list of March events is available [here](#).
- Review of request from Children's and Teen Librarian Petrino for Summer Reading kick-off
- Departmental programming reports are below.

Operations

- January gate count was 5,350, a 4.9% decrease of over last year, but our second busiest February on record. Circulations were 3,620. This is a 11.6% decrease from last year, but nearly tied for the Library's second busiest February on record.
- CBS, the Library's copying/printer vendor, provided a cost for a simple cash (coin/bill only) tower for the photocopier. This cost would be \$2,912.50 including installation and configuration (one time charge). For printing, the Library would use a cloud based service called Princh. This service is credit/debit for self-service with cash as staff-mediated. This service costs \$1,200/year. This is the lowest cost option with the smallest outlay of capital possible. Member Murphy has prepared an analysis, which indicates this solution is worth the investment. I have just shared with Member Murphy and Town Administrator Luiz staff photocopier use data for the month of February to see how much of an impact this would make on expected revenue.
- The Vitale plaque has arrived and Franklin Bronze did a beautiful job. It is in the Director's office if any Board members would like to see it. I believe it will be unveiled at Daffodil Days before it is mounted.

Staff

- I have begun scheduling interviews for the PT Library Technology Assistant position.
- Karen Bennett provided training to staff on the new Evergreen webclient. The Library moved exclusively to the webclient on Feb. 10 and the transition has gone well.

Departmental Reports

Children's and YA Department – Alessandra Petrino

Professional Development:

- February 4: Attended Storytelling 4-week series workshop with Storyteller Jennifer Munro in Wallingford. Each week we learned how to tell different types of stories- traditional, personal, humor. This was the final week. Our group will be doing our own Storytelling showcase (anyone can attend on March 12 from 4-6 PM at Best Video Film & Cultural Center in Hamden).
- February 26: Attended the 1st of a 4-session series called T3: Transforming Teen Services (we are one of the hosting sites for this). The first workshop was 'Child and Youth Development' and focused on brain development through the ages of birth-age 18.
- February 28: Attended YA Librarians Fairfield County Roundtable (I am co-chair of this group). At this month's meeting we discussed marketing and promotions using print, digital and social media outlets.

Meetings/Local Outreach:

- Attended Department Head meeting with Karen T, Karen B, and Nancy on February 19.
- Attended programming meeting with Karen T on February 26 to discuss upcoming March programs, Daffodil Days, Summer planning, and volunteer policy changes.

Notable Children's/YA Notable Programs:

- February 1 was Take Your Child to the Library Day, a nationally recognized library holiday. We had a day full of events including a performance by Ryan San Angelo. We had a great showing throughout the day with nearly 75 people coming to attend the day's programs.
- Our College Planning Q & A with Andrea Graziano of International College Counselors was held on 2/5. The families were very appreciative of the information and getting a chance to ask questions and asked that we continue to hold as many college preparation programs as possible because they are very helpful.
- Our 2nd My Intent Maker program was held on February 21 and had a full sign-up of 8, with 6 showing up. The kids/teens loved this and are excited to come back and make more with this kit.

Upcoming:

- The Friends of the Library have decided to sponsor a new children's program on a 3-month trial basis. It is called Cupcake Crafters and will begin in March. Children grades 3-6 can register for the club to get instructions on how to decorate a book-themed cupcake for the month. Each child gets 2 cupcakes to try to create their best version of that month's cupcake. The first program will be held on March 17.
- We will be starting Make & Take Mondays for children in grades 3-6. Each week they can come and make a different project in the makerspace using recycled products that they can then use and that they will take home.
- April 5 is our annual Indoor Egg Hunt. This year we will be hiding over 1000 eggs in the library.
- All of our Summer Performers have been booked and our Summer Kick-Off is planned for Monday, June 22. Separate information included.

Administrative Department – Karen Tatarka

Town/Library Meetings

- Feb. 6 – Offutt Center Committee Meeting
- Feb. 8 – Attended LWV Speak Up
- Feb. 12 – Meeting with David Cordeau, Fire Marshal Pokorny and Building Inspector Esposito regarding emergency lighting upgrades.
- Feb. 12 – Friends of the Library meeting
- Feb. 18 – Meeting with Bob Hedman from Kohler Ronan to provide access to mechanical/electrical services in Library
- Feb. 18 – Attended Board of Selectmen meeting for review of Town budget.
- Feb. 19 – Conducted monthly Department Heads meeting
- Feb. 20 – Offutt Center Committee Meeting
- Feb. 20 – Meeting with Town Administrator Luiz to review status of Offutt Center contract
- Feb. 26 – Conducted monthly Programming meeting to coordinate marketing efforts.

Professional Meetings/Outreach

- Feb. 11 – Bibliomation Finance Committee Meeting
- Feb. 12 – Fairfield County Library Administrators Group meeting in Orange. Presentation was on Strategic Planning by a consultant used by several FLAG libraries.
- Feb. 14 – Bibliomation New Directors' orientation meeting – I serve as liaison to one of the Libraries, Beacon Falls, who just hired a new director
- Feb. 25 – American Library Association Advocacy Boot Camp conducted by Connecticut Library Consortium at Mystic-Noank Library. This participatory workshop advocated re-thinking community relationships and the information was not only useful for advocacy but also strategic planning.
- Feb. 28 – Attended meeting at Weston Historical Society to discuss proposed One Book, One Town program in coordination with 1920s exhibit.

Programs/Program Prep

- Feb. 1 – Assisted Children's Librarian Petrino with Take Your Child to the Library Day. The events were very well attended and received.
- Feb. 9 – Francesco Barone classical guitar concert. The concert was very successful with about 70 in attendance.
- Feb. 18 – Provided VHS to digital conversion workshop. Workshop was fully subscribed.
- Feb. 20 – Held monthly Sip and Stitch program.
- Feb. 21 – Held New Year, New You program on Ayurvedic medicine with Weston resident Dr. Somesh Kaushik.
- Feb. 21 – Provided training in use of A/V equipment to presenter for Friends/LWV program.
- Feb. 24 – Conducted glass etching workshop.
- Feb. 26 & 27 – Setup Makerspace for patron appointments on Library owned equipment and software.
- Feb. 27 – Conducted Cookbook Club.
- Feb. 27 – Conducted Paint and Sip program sponsored by Friends.