

Weston Public Library Board  
Regular Meeting

Tuesday, October 6, 2020  
7:30 PM, Via Zoom

DRAFT Minutes

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

Guest: Lynne Langlois, Trustee Emerita, and Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:37 PM

1. **Space Planning:** Member Sanborn gave an update on the Offutt Center project. The construction set of drawings was received on September 25<sup>th</sup>. They have been sent to Brian Humes, Jacunski and Humes. A copy is in the Community Room. On Friday, there was a meeting with Hanna Przada to review the interior finishes for the addition and the Community Room. Samples are in the Community Room. Town Administrator Luiz received an email from Ms. Przada related to re-glazing/replacing a door that was originally going to be included in the State Grant project. It is not part of that project, but will need to be addressed as part of the addition as an ADA egress. This has been explained to Ms. Przada. There will be no OCC meeting on October 14<sup>th</sup>. We are waiting to hear from Mr. Humes as to when he might have comments on the construction drawings. Ms. Przada and Dick Ornstein, Trustee want to go out for bids on the documents. We hope the documents will not be bid until Mr. Humes and attorneys from Bercham Moses have been able to review them. We also want to discuss the drawings with Mr. Humes to see if there are any changes we would like to have considered. This is important as we never received a set of 100% Progress Drawings as had been agreed to before construction drawings were to be created. At the finishes meeting on Friday, we reiterated to Ms. Przada that the Library Board will require a sound engineering study be completed before any work is done in the Community Room and also reiterated that the Community Room in its entirety, including all systems, should be bid as an alternate deduct in case no work is done related to that space. The situation related to the reserve septic is still unresolved. Last, there are two new members on the Building Committee. Member Sanborn will reach out to them to see if they have any interest or availability to join the Library Board appointed OCC. The sense of the meeting was that if there is interest, Library Board members on the OCC may ask them to join the OCC if it seems appropriate.

Director Tatarka gave an update on the Children's Room and Town projects covered by the State Grant. Town Administrator Luiz has a copy of the revised budget to approve. It will then be distributed to the Space Planning Committee. After sign-off, Director Tatarka will submit the revised budget to the State. Once approved by the State, work may begin.

2. **Treasurer's Report:** Treasurer Toczek gave an update on the relatively minor account activity during September. The Director's Account had just over \$2,000 at the end of the month. Going forward, any donations received by the Library will be deposited in the Endowment Fund and not the Director's Account.

Member Ross made a motion to accept the Treasurer's Report for September, 2020. Second by Member Sanborn. Motion carried unanimously.

Member Jansen made a motion to accept the Treasurer's Reports for June, July and August, 2020 reviewed at the last Board meeting. Second by Member Groves. Motion carried unanimously.

3. **Minutes:**

Member Ross made a motion to approve the Minutes for the Regular Board Meeting of September 1, 2020.

Second by Member Toczek. Motion carried unanimously.

- 4. Director's Report:** Director Tatarka reviewed her previously distributed Director's Report with the Board. She reported on the results of the Library use survey. It was open from August 22<sup>nd</sup> to September 5<sup>th</sup>. There were 146 responses (compared to 200 in advance of the renovation). Trends from the survey include: patrons are enjoying the digital resources and want more; still plan to come back and use print resources as much as in the past. Given the demand for digital materials, the staff will monitor the hold lists and attempt to buy additional copies of titles in high demand in the same ratio that is done for print copies. This causes a budget problem given the higher cost of digital resources compared to physical materials. The budget situation is further exacerbated by the quarantine (96 hours) and hold (5 days) policies. This requires purchasing additional physical copies of the most popular titles to maintain acceptable waiting times. Additionally, Hoopla, a pay-per-use platform continues to be extremely popular. It is currently capped at a budget of \$700/month. The budget is regularly spent before the end of the month, but resources are not available to increase the budget. Director Tatarka will create a document explaining this situation and share it with First Selectman Spaulding and Town Administrator Luiz.

There was a discussion of what digital resources are available to the children through the Schools. Children's and Teen Librarian Petrino will be discussing this with the School's librarians.

The Board reviewed the situation with late fees which have been suspended for now. The sense of the meeting was to continue the suspension of late fees and revisit the policy again in November.

The Library will continue its Zoom subscription. As a library, it is available at a deep discount, approximately half of the list price. It includes three hosts and can be shared as there are rarely three Library Zoom "meetings" happening at the same time.

Director Tatarka explained that Library patrons regularly use the patio/lawn area for WiFi and studying. It is problematic that there are no electrical outlets outside. Pending a possible expansion of the patio area, she proposed installing an outdoor quad outlet near the patio. There is already an electrical run outside the building for lights in that area so it should not be difficult or too expensive.

Member Ross made a motion to up to \$750 to install an outdoor quad outlet near the patio. Second by Member Groves. Motion carried unanimously.

The gate count for September was 1,090, about 20% of a typical September gate count and seems consistent with what other libraries are reporting that provide a similar level of service. Circulations were 3,432. This was a 14% decrease over last year, but higher than any September on record prior to the renovation. The staff has worked tirelessly to adapt to this new environment, continuing collection development, shifting collection development strategies to meet demand, marketing the collection in new ways, and keeping patrons engaged. While patrons are making fewer trips to the Library, they are borrowing more materials on their visits. Director Tatarka reviewed the 1<sup>st</sup> Quarter Report with the Board.

The budget letter from the Town is expected before Thanksgiving. The Budget Committee of Members, Goertz, Hunt, Murphy, Sanborn and Toczek was reaffirmed.

Director Tatarka reported the Annual Report was submitted to the State.

The Board inquired how things were going now that we have had Phase 2 opening for 6-8 weeks. Director Tatarka reported that this new model is stressful, but that the staff is holding up. There is less patron interaction and the self-service holds are working out well, as is the new remote check out machine. There are still no public restrooms. There is usually midday cleaning for the staff. Providing computer assistance is difficult given the distancing requirements.

The Director's Report, Departmental reports are attached.

5. **Chairman's Reports:** Beautification: Planting at the Library was discussed at the September Beautification meeting. They will develop a plan for the Library grounds that will be reviewed by the Buildings and Grounds Committee. There will be no planting this fall. The Japanese Maple did not survive being transplanted in the middle of June.

Gift and Donor Recognition Policy: The Board reviewed the draft of the Gift Acceptance Policy distributed in advance of the meeting. Board members were extremely appreciative of the great work done by Member Goertz in preparing the document. Suggestions were made. Another draft will follow.

6. **Old Business:**

Donor and Volunteer Recognition: Large event/communication on hold for now. Reviewed situation for honoring former Board Member Toner. They have sold their home and will be moving shortly. Member Jansen will coordinate leaving a thank you card at the Library for people to sign and mail him his gift. How to properly honor former Board Member Lynne Langlois is on hold for now.

Member Sanborn has still not heard back from Town Administrator Luiz with requested information to address the Library signage issues. She will reach out to T.A. Luiz.

7. **New Business:** Chairman Hunt reported that Doris Kaye has some irises she would like to donate to be planted at the Library next spring. The Buildings and Grounds Committee will work with the Beautification Committee to determine the best location and how the planting will be funded.

Chairman Hunt reminded the Board that elections for the Executive Board positions will be held in January. She asked Board members to consider what office they might want to hold.

8. **Friends:** Susan Richard acknowledged that without Covid, the car show would have been held this coming weekend. She praised the wonderful effort Cyprian had done in preparation before it had to be postponed. Ms. Richard reported that the Friends' programs are all being held virtually on Zoom. The photography Club, the book groups, the New Yorker and the short stories are experiencing robust attendance. There are two programs the Friends are supporting that were initiated by Director Tatarka. The first, on October 28<sup>th</sup>, is Certified Silver KonMari consultant Christine Thorn of Connecticut presenting an informative, in-depth and entertaining talk on Marie Kondo and the KonMari Method™ of tidying and decluttering. For the second program on November 10<sup>th</sup>, Patrick Cumpstone, historian, will present a lecture "Connecticut Witchcraft: Witch-Speak and Social Unrest in 17th Century Connecticut."

The Friends Board will be meeting on October 14<sup>th</sup> and will discuss additional programming opportunities.

9. **Other:** Chairman Hunt reminded the Board that the November Board meeting was moved to Wednesday, November 4<sup>th</sup>, due to Election Day on the 3<sup>rd</sup>.

There was a general discussion of what a Phase 3 opening might look like and when it might be. It could entail more normal hours, excluding Sunday due to lack of cleaning. There is no time frame for a Phase 3. Wilton is open by appointment only. No area libraries are at a Phase 3 opening level. There may be some grant money available to associations to defray covid-related costs.

10. **Adjournment:**

Member Ross made a motion to adjourn at 8:53 PM. Second by Member Jansen. Motion carried unanimously.

Next Board meeting is **Wednesday, November 4<sup>th</sup>** at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn  
Secretary