

DRAFT

Weston Public Library Board
Regular Meeting

Tuesday, December 1, 2020
7:30 PM, Via Zoom

DRAFT Minutes

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

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

Meeting called to order by Chairman Hunt at 7:35 PM

1. **Space Planning:** Director Tatarka gave an update on the status of the Children's Room remodel and Town projects related to the State Grant. She attended the webinar training necessary to develop a set aside plan (SAP) related to the CHRO (Commission on Human Rights) requirements. Director Tatarka drafted and reviewed the paperwork and language that the Town must have in place to satisfy the CHRO's AA/EOE (Affirmative Action/Equal Opportunity Employer) policy requirement. The AA/EOE policy will be reviewed at the 12/3 BOS meeting. Once all the related Town paperwork is in place, the SAP can be submitted to the CHRO for approval. Nothing should proceed on the Children's Room remodel and the Town projects under the State Grant until this approval is received.

Once all approvals have been received from the State, Creative Library concepts can be engaged to create the shop drawings for the Children's Room for sign off and then placement of the order. Director Tatarka reminded the Board that with COVID, furniture factories are working at a reduced capacity, backlogs exist and the time frame for receiving the furniture and shelving will be longer than it would have been pre-COVID. She will also need to again check with CLC to determine if the pricing has changed now that we are in a new year.

2. **Treasurer's Report:** Treasurer Toczek reviewed the activity for November in the Board's accounts. There was \$271.69 and a Stripe fee deposit of \$30.79 to the Director's Account. A tribute gift of \$470 was received for the purchase of books. Expenses included \$83 related to the Nutmeg Book Award and \$27.99 to the Rowayton Library for a lost book. _____

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

3. **Budget:** Director Tatarka reported the budget packet has been received from the Town on November 23rd. Director Tatarka has reached out to the staff for its input in creating the FY '21-'22 budget for the Library. The proposed budget is due December 21st. Director Tatarka will have a draft by December 14th and will convene a meeting of the Budget Committee to discuss her proposal. The infographic prepared this fall that demonstrates the impact of the pandemic on Library operations will be included. It is clear that the library still suffers from underfunding in the area of staffing and materials as compared to comparable libraries on a per capita basis. The pandemic has put a further strain on the materials budget given the increased demand and higher price for digital materials.

The Capital Budget request will include the remaining windows that need to be replaced. The Town is reviewing the roof replacement situation, which is outside the Library budget.

There was also a discussion of the increased need and cost for digital resources and the possible tradeoff with part time staff salary savings.

4. **Minutes:**

Member Burke made a motion to approve the Minutes for the Regular Board Meeting of November 4, 2020. Second by Member Murphy. Motion carried unanimously.

5. **Director's Report:** Director Tatarka reported that she has been in contact with the WWHD to review plans related to providing two possible levels of service if there is a need to step back from the current Phase 2 plan. She reported the health district has been extremely helpful.

The Board again discussed the ongoing suspension of late fees. Most of the late books are coming back; they are subject to a 6-day quarantine before they may recirculate. The Board discussed the pros and cons of continuing the suspension. Particularly since the Library is not accepting cash, the sense of the meeting was to continue the suspension for now.

The electric outlet for the patio has been installed.

Gate count for November was 1,096, about 20% of last year. Circulation was 3,335. This is lower than last year, but greater than the November circulation prior to the renovation. Overdrive and other digital products have seen heavy use. While it is wonderful to provide these options to patrons, it is more expensive than circulating physical copies.

In November, Children and Teen's Librarian Petrino started a virtual volunteer application and program. This will enable teens to find a way to help the Library virtually with on line searching and program help while the Library is not currently accepting in-person volunteers.

The Director's Report, Departmental reports are attached.

6. **Old Business:** Town Administrator Luiz is addressing the Library roof replacement. He is working with the Town's attorney to determine if the project needs to be rebid.

The Board discussed the disappointing loss of a larger craft and maker space with the withdrawal of the Offutt project. The Board discussed whether it should consider the possibility of a smaller addition for this purpose. Director Tatarka will reach out to Peter Gisolfi Associates, the architect on the renovation, to solicit its input related to such a possibility. While there is some money available to consider expanding the patio, the sense of the meeting was to hold off for now as a possible addition is explored. The Strategic Planning process has been on hold pending the outcome of the Offutt project. Director Tatarka will review the State Assessment Tools related to Strategic Planning after the budget packet has been submitted. Member Sanborn volunteered to join the others on the Strategic Planning Committee. As this process moves ahead, we will need to determine the best way to reach out to all patrons, including those who are not connected digitally to the Library.

7. **New Business:** None

8. **Chairman's Reports:** The Board reviewed possible Regular Board meeting dates for 2021. Member Sanborn will take the input and revise the dates to be approved at the January 2021 Board meeting.

9. **Friends:** Susan Richard reported for the Friends. She reported that all of the Friends' programs are going well. She reported that they are looking at programs during Black History month. One is a possible series with Van Goss related to the Great Migration. She discussed the chair that Carol Mack is donating to the Friends for sale. It needs an appraisal which Ms. Richard is exploring.

The possibility of hosting the Car Show in Oct./Nov., 2021 was mentioned optimistically. Member Toczek was commended for the work he had done before the pandemic made it impossible to host in 2020.

The Board extended a special thank you to the Friends for all they are doing during the pandemic and how greatly the community appreciates their efforts.

10. Adjournment:

Member Ross made a motion to adjourn at 8:30 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, January 5th at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

DRAFT