



Weston Public Library Board

Regular Meeting

Tuesday, March 2, 2021

7:30 PM via ZOOM

Agenda

1. Treasurer's Report
2. Budget
3. Minutes
4. Director's Report
5. Chairman's Reports
Space Planning
6. Old Business
7. New Business
8. Friends
9. Adjournment

NOTE: Next Board meeting will be April 6, 2021

Topic: Board Meeting

Time: Mar 2, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 922 9674 2503

Passcode: 06883

One tap mobile

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Weston Public Library Board
Regular Meeting

Tuesday, February 2, 2021
7:30 PM, Via Zoom

DRAFT Minutes

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

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:37 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. Documents related to the SAP have been sent to the CHRO. The SAP is in the queue for review. Director Tatarka has been told there is no need to wait for approval before commencing the project. The documents related to bidding the Town projects will be sent to the State Library.

Director Tatarka gave an update on the status of the roof project. Board members might like to watch the Building Committee video from January 20, 2021. Architect Rob Sanders gave an overview of the library design by Joe Salerno when it was built in the early 60s. The BC also discussed issues related to the roof and possible materials to be considered. The Building Committee is exploring an engineered material as a possible option instead of cedar shingles. A sample of a possible engineered roofing material will be made available for inspection. There is currently \$232,339 appropriated for this project. Additional funds will be required since the original proposal in 2018 due to increases in the cost of cedar shingles. The contract to be signed by the Town with HB Fishman, roofing consultant, was reviewed by the Board.

2. **Budget:** Director Tatarka reported that there have been two meetings with Town Hall to discuss the Library's F/Y '21/'22 operating and capital budgets. There was a typo on the original budget schedule. The First Selectman will be presenting his proposed budget to the BOS on Tuesday, February 23rd at 7:30 PM. Director Tatarka will work with Tri City, Jack Davidoff (BC) and Town Administrator Luiz to develop a plan to rebalance the HVAC system in the Library as certain conference rooms are too cold at times in the winter. Other options may be explored. It is hoped the cost of the repairs may be included in the Town Administrator's FY '21/'22 Capital Budget.

Replacement of the roof will be included in the Town's proposed Capital Budget.

3. **Treasurer's Report:** Treasurer Toczek explained the change that will occur going forward with respect to accounting for the Stripe and cash late fees and lost book payments. They will go directly to the Town. An estimated amount of \$6,500 will be included in the FY '21/'22 Materials budget and be available to Director Tatarka for the purchase of materials regardless of the amount actually collected. This will be above any increase appropriated by the Town for Materials.

Treasurer Toczek reviewed the activity for January in the Board's accounts. He explained the confusion discussed at the last Board meeting with a couple of minor amounts related to Stripe and the Friends. Combined, these amounts were approximately \$50. He also reviewed the inflows (\$325 PayPal) and outflows: ACLB dues, \$100; an ILL lost book fee to Bridgeport of \$20; and \$75 for the Holiday Lights program co-sponsored with the Senior Center.

Member Ross made a motion to approve the Treasurer's Report for January, 2021. Second by Member Groves. Motion carried unanimously.

4. **Minutes:**

Member Ross made a motion to approve the Minutes for the Regular Board Meeting of October 6, 2020, as amended. Second by Member Murphy. Motion carried 8-0 with an abstention by Member Burke who was absent in October.

Member Murphy made a motion to approve the Minutes for the Special Budget Committee Meeting of December 16, 2020. Second by Member Hunt. Motion carried unanimously by those present at the meeting.

Member Murphy made a motion to approve the Minutes for the Special Buildings and Grounds Committee Meeting of December 30, 2020. Second by Member Burke. Motion carried unanimously by those present at the meeting.

Member Murphy made a motion to approve the Minutes for the Regular Board Meeting of January 5, 2021. Second by Member Burke. Motion carried unanimously.

5. **Director's Report:** Director Tatarka led the Board in a discussion of the current status of late fees continuing to be suspended. Working with the Staff and Bibliomation, the notice period regarding overdue materials has been shortened. Overdue materials are now being returned in a more-timely fashion and are in keeping with the practices at neighboring libraries.

There was no gate count to report this month as the Library returned to Curbside service on January 11th. Circulation was 2,522 of physical material, which is quite a bit lower than last January. This was not unexpected with the building having closed to browsing and appointments on January 11th.

Director Tatarka had resent the Second Quarter Report for FY '20/'21 including the Programming numbers. While the number of Makerspace programs is down due to Covid, the number of Adult and Children's programs were only down 5.5 and 4.1% respectively. This demonstrates the amazing job being done by the Library staff, especially Children and Teen's Librarian Petrino, and the Friends to provide virtual programming opportunities for patrons of all ages.

Other topics covered included the status of cleaning the Library, reviewing materials orders to determine what in fact has been received or needs to be reordered, a "meeting" she attended with the new State Librarian, and a review of how the return to Curbside service is working.

The Director's Report, Departmental reports are attached.

6. **Strategic Planning:** Director Tatarka believes now is an opportune time to begin the process to update the Library's Strategic Plan which was put on hold during the Offutt Center discussions. One area to be addressed is to consider what the Library's world might be like after the pandemic. Unfortunately, this is not a good time to conduct a community needs assessment. To update the demographic information, the Census data will be available sometime in March. Additionally, she discussed self-assessment tools and Best Practices that are available through the CT Library website. She also mentioned the need to review staff job descriptions. A Doodle poll will be sent to the Strategic Planning Committee to determine a time it can meet to move the planning process forward.
7. **Chairman's Reports:** Member Hunt reported that the Beautification Committee was to meet on Thurs., Feb. 4th. Included on the agenda is Planting at the Library in spring. She plans to attend.
8. **Old Business:** None
9. **New Business:** Speak Up is planned for Saturday, Feb. 13th via Zoom. Member Hunt also reported that there would be a drive-by at the Senior Center on Sunday, Feb. 14th for Bob Turner who will be turning 100.

Member Sanborn reported on the work of the Economic Vitality Committee and the inclusion of the Library on

its January 13th and January 27th agendas.

10. **Friends:** Susan Richard reported for the Friends. Ongoing programs are doing quite well, including the New Yorker Group, the Classic Short Story programs, the Photography Club and the book groups. The Friends have been extremely generous in funding various programs for Children and Teen's Librarian Petrino. The Board expressed its gratitude to the Friends.

February programming will include, many related to Black History Month: Feb. 10th—Dr. Van Gosse, Jacob Lawrence's Migration Series; Feb. 24th—Dr. Van Gosse, African American's in New England (co-sponsored with the LWV); Feb. 11th—Riva Blumenfeld, Art Museum Tour, learn about Betye Saar; Feb. 16th—ArtScapades, East Meets West; series of Zoom lectures which continues on March 16th lecture titled Fauvism and Beyond: From Color to Form; Feb. 23rd—Dr. Marc Zimmer, and his book The State of Science: What the Future Holds and the Scientists Making it Happen. On line sign-ups for programs have been robust. Patrons particularly seem to enjoy the history programs. In March, Jim Lomuscio will be presenting a program related to his book, Village of the Dammed, related to flooding the Valley Forge to create the reservoir.

11. **Adjournment:**

Member Ross made a motion to adjourn at 8:54 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, March 2nd 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library
Special Meeting Space Planning Committee
Wednesday, February 10, 2021
3:00 pm via Zoom

Draft Minutes

Attendance:, Anne Hunt, Amy Sanborn, Karen Tatarka, Alessandra Petrino

Meeting called to order at 3:05 PM

- 1. Discussion/Decision regarding furnishings for the Children's Room** Director Tatarka reviewed the status of the Children's Room remodel with the Committee. She reviewed the pricing from CLC. Shelving prices are to go up on March 1st. The furniture prices from December 2020 could be good, but may be subject to a small increase for the pieces that have steel components. Once the proposal with CLC is signed, the prices should be locked in. Expected delivery should be July or August. This could have an impact on what Summer Reading will look like. If it is in person, it will be outside. Preference is not to postpone until the fall in case we are able to hold programs indoors; having the Community Room available would be great for the Library. During the remodel, the Children's books will be in the Community Room and will only be available for curbside pick-up. It should take 2-3 weeks for the remodeling of the room to be completed.

The CHRO has the SAP in its queue. Director Tatarka has been informed by email that the project may proceed while we wait to hear back from the CHRO.

There is still some uncertainty regarding under which year's State Grant guidelines the project must comply. This relates to whether bids may be required for the furniture and shelving. Director Tatarka is working to receive better clarity from the State Library.

Director Tatarka discussed the process for obtaining the Town Administrator's signature on the proposal from CLC. Once it is signed, CLC will commence preparing the shop drawings.

The process for dismantling the shelving and moving the books was discussed. It will likely require some help from the Town with respect to 2-3 large canopy tops and for the removal and disposal of the shelving and furniture no longer needed.

The Committee reviewed the CLC proposal with Director Tatarka and Children and Teen's Librarian Petrino. Town Administrator Luiz needs to be informed that there will be a \$5,000 refundable deposit to be paid while the book carts are being used during the remodel and the need for a custodian to be on site when the book carts are dropped off and picked up. Additionally, when the room has been cleared out, we will need to determine if any of the carpet squares need to be replaced and who from the Town can assist with this. (Extra carpet squares were ordered at the time of the prior renovation.) There were a few questions raised within the proposal. Director Tatarka will compile the questions and send them to CLC. Generally speaking the proposal is in great shape.

There was a brief discussion of the overall budget for the various projects covered by the State Grant—how much money is available and what the allocations will be with some components over

and some under budget. This will be discussed with Town Administrator Luiz. The generosity of the Friends was noted with its agreement to fund the purchase of a number of items included in the remodel.

2. Adjournment:

Member Sanborn made a motion to adjourn at 3:53 PM. Second by Member Hunt. Motion carried unanimously.

Respectfully submitted,

Amy Sanborn
Secretary

DRAFT