



Weston Public Library Board

Regular Meeting

Tuesday, July 6, 2021

7:30 PM, via Zoom

Agenda

1. Space Planning
Children's Room Update
2. Treasurer's Report
3. Minutes
4. Director's Report
5. Chairman's Reports
Building & Grounds-
Roof update
Beautification
6. Old Business
7. New Business
8. Friends
9. Adjournment

NOTE: Next Board meeting will be August 3, 2021

Topic: Library Board Meeting

Time: Jul 6, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 825 2553 6336

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DRAFT

Weston Public Library
Special Meeting Strategic Planning Committee
Wednesday, March 3, 2021, 3:00 PM
via Zoom

Draft Minutes

Attendance: Anne Hunt, Amy Sanborn, Karen Tatarka, Sharon Murphy, Barbara Groves

The meeting was called to order at 3:03 p.m. Member Sanborn

1. **Discussion of Strategic Planning Self-assessment Tools:** Director Tatarka reviewed steps for producing the new strategic plan, including use of PLA standards and updating union job descriptions in collaboration with staff members. Director Tatarka sees staff input and professional development as ways of empowering staff and moving the Library forward. It was suggested that a set schedule for reviewing staff positions should be adopted, possibly every five years. There was discussion about how detailed job descriptions should be as well as how our salary schedule compares with others in our (group? FLAG?). Director Tatarka and staff will address the Best Practices, and committee members will later review them.
2. **Discussion of Additional Tools:** The committee discussed whether the Association of Connecticut Library Boards' 2020 self-assessment tool should be completed individually or as a group. Committee members feel that it is preferable that each Board member complete it, and the committee plans to discuss this at the April Board meeting. Committee members will complete the Best Practices survey individually. Member Sanborn referenced a document she created for new Board member orientation in January 2020. This document can be shared with all Board members, if appropriate. Director Tatarka will prepare a brief synopsis of tools and send a document about initial steps to the entire Board.
3. **Adjournment:** Member Sanborn moved to adjourn, Member Murphy seconded, and the motion passed unanimously. The meeting was adjourned at 3:56 p.m.

Respectfully submitted,
Barbara Groves

Secretary

Weston Public Library

Buildings and Grounds Committee
Special Meeting, March 26, 2021
via Zoom

Karen Tatarka, Amy Sanborn, Anne Hunt, Amy Jansen and Sharon Murphy

Guest: Margaret Wirtenberg

Proposal of mountain laurel by Beautification Committee

Deb at Weston Gardens said mountain laurel grows in the shade and this proposed area might be too sunny. She said she has a Japanese Maple which she would consider donating in memory of Amy's father. Also there is something in mountain laurel that may be hazardous to children.

Rhododendrons are also hazardous.

Sense of the meeting was that the committee would rather have a plan for the whole front area of the Library from the Community room across to the Children's Room, something with more color. Don't want it to be just green. The area where the Japanese maple and spruce were removed was included in the discussion. The Committee also discussed how any new plantings would be watered.

Roof replacement bids

Amy attended Building Committee meeting on Wednesday, March 24. 9 bids were received. Bids ranged from \$600,000+ to \$324,850. J. Antonelli was low bidder. This is the company that replaced the roof on the original part of the Library around 10 years ago. The Building Committee has been pleased with Antonelli's past work. Lag time of 8 weeks for delivery of the shingles. Prices are going to be going up so they are trying to work quickly. They have enough money to buy the shingles before the Referendum. Jonathan said they have approval to buy the shingles. 70-90 day work schedule.

HVAC balancing

Also, discussed at Building Committee meeting. They have 2 members who would review the plans to see what the problem is in the stack area and small conference room. They found that the dampers were in open position. That will be addressed by Tri-City. We have the drawings so know what it should be. No fresh air flowing in the conference rooms. Stack area is run off mechanical system in the basement. Will have Tri-City take a look. Considering a heater in the conference room. Noise is also an issue.

Karen and Jonathan will meet this AM with Jack Davidoff, Joe Stromwell, and John Hemenway from TriCity. Ventilation fans in the bathrooms were addressed earlier this year. They can see what is happening with one but not the other. Also, there is no insulation above the stack area.

Amy said that there used to be a materials line for repairs in the library budget. It has been removed and put in the Town budget. She asked Jonathan if there was any money left in their budget for this. No, because it was used on the Town Hall renovation. Nothing can be done until July 1 when new budget takes effect.

Karen and Jonathan are working on a preliminary schedule for routine building maintenance.

Amy Sanborn moved to adjourn, Sharon Murphy seconded. The motion passed unanimously. Meeting adjourned at 10:31 AM.

Respectfully submitted,

Anne Hunt

Weston Public Library Board
Regular Meeting

Wednesday April 7, 2021
7:30 PM, Via Zoom

DRAFT Minutes

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

Absent: Amy Jansen

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:39 PM

1. **Space Planning:** Director Tatarka reported that all projects related to the State Grant projects are moving forward. Window bidding documents were sent to the State Library Priority mail March 13th. It was also emailed and received by the State Library on March 12th. There is some follow up required with monthly CHRO filings related to SAP. January and February paperwork is with Town Administrator Luiz; March to be completed shortly by Director Tatarka. All paperwork will need to be filed with CHRO by mid-April. Installations of lighting are expected the weeks of 4/5 and thereafter. Window replacement work should be completed by 4/19. Town Administrator Luiz expects to have required remediation work completed by 4/5. The need to tint some of the windows in the Children's Rom was not included in the bidding documents; this is being explored. There should be sufficient funding available this address this situation. Director Tatarka has discussed this informally with Building Committee Chair Wolf.

CLC has sent the proposals to vendors. When the shop drawings are available the Space Planning Committee will meet with Director Tatarka and Children's Librarian Pertrino to review and sign off on the plans. The possibility of using shades was discussed, but there were questions raised about installation, maintenance and cleaning to be considered.

There is no money left in the FY '20/'21 budget to use to pay for the pages related to moving the books from the Children's Room to the Community Room for the remodel due to pay outs required related to staff retirement.

2. **Treasurer's Report:** Treasurer Toczek reported on the Funds activity for February and March. In February, there was \$434.77 credits received from Stripe; and payments of \$342.71 for various reimbursements, such as supplies and Friends' and some minor adjustment. Interest earned was \$212.04. In March, Stripe revenue was \$76.97. Expenses were \$350.00 for electrical work for the outside patio outlet and payment for a Women's History Month program of \$150.00.

Member Sanborn made a motion to accept the Treasurer's Reports for February and March. Second by Member Burke. Motion carried unanimously.

3. **Budget:** Director Tatarka reported on the FY '21/'22 budget meetings held March 10th, March 30th (public hearing), and the deliberation meeting held last night. There were no additional questions related to the Library budgets. The Town was able to reduce the capital request related to the Library roof project by just over \$80,000 given where the bids came in, including a contingency with which the Building Committee was comfortable. The BOF approved the overall Town and BOE budgets last night. Director Tatarka was praised by the Library Board for the thorough work she had done preparing the budgets and the back-up materials support for the Department request. The Board also thanked the Town and the BOF for its support, though there are areas that are still underfunded compared to the WPL peer libraries' funding levels.
4. **Minutes:**

Member Groves made a motion to approve the Minutes for the Regular Board Meeting of March 2, 2021. Second by Member Thomas. Motion carried unanimously, with an abstention by Member Ross due to his absence at the March meeting.

5. **Director's Report:** Director Tatarka referred the Board to her previously distributed Director's Report and discussed a number of building related items.

She then informed the Board that Senior Librarian Nancy Lincoln has announced she will retire this summer. The date has yet to be announced. Nancy has been with the Library for 37 years, is a fixture at the Information Desk, and a welcoming presence to the community. Patrons especially appreciate her Reader's Advisory skills. The staff have been informed. It will not be before July 1st. The decision has been made to give it some time before disseminating a public announcement. It is hoped there will be some overlap time with the new hire.

Director Tatarka reported that she had provided the staff with a box lunch and other goodies for those unable to attend in recognition of National Library Week and the amazing work they have all done throughout this past year. This had been approved by the Board and was funded by the Director's Fund.

The Board received an update on the Covid situation as it relates to operations. The information is in the Director's Report. Director Tatarka also reported that she had sent a letter to the schools with the Covid Committee's input explaining that with the good weather and the number of students walking to the Library, we unfortunately cannot accommodate them at this time. The letter detailed what services we are able to provide and asked them to discuss it within the school community. The current level of service is anticipated to remain in place until at least mid-May.

Children and Teen Librarian Petrino requested the Board consider funding the Stuff-a-Bear Summer Reading Kick-Off. The cost was estimated to be \$1,400-\$1,500.

Member Sanborn made a motion to approve up to \$1,500 to support the Summer Reading Kick-off. Second by Member Thomas. Motion carried unanimously.

Member Ross inquired about the meeting Director Tatarka had attended with the State Librarian. She reported that the State Librarian used the meeting as a fact-finding opportunity to hear the concerns within the library community. Also discussed were the status of deliverIt (the State's inter-library loan program) and digital inclusion and connectivity (particularly as it related to the inner cities). The State Librarian has a law library training. It is hoped her experience might help with the Legislature.

6. **Chairman's Reports:** Buildings and Grounds: Chairman Hunt reported on the B&G Committee meeting held March 26th and the discussion about planting in the front of the Library. The B&G Committee will be meeting again. Director Tatarka will initiate a poll to select a time.

Related to the building, it was discussed as to why \$81,000 was able to be taken out of the Town capital budget related to the roof based on the bids received. Balancing the A/C and is on hold while the funds budgeted for that purpose are allocated to address ventilation and air flow issues.

Member Sanborn has connected with Town Administrator Luiz regarding the Library signage. He has indicated he will provide the information requested via email on June 6th last year so the B&G Committee and Board can develop a proposal.

Policy: The Board reviewed a revised draft Circulation Policies memo that had been distributed. The protocol and policies related to late fees and automatic renewals was discussed.

Strategic Planning: Director Tatarka gave an overview of the Strategic Planning status and the committee meeting of March 3rd. The Committee discussed the status of job descriptions, Best Practices in Connecticut Public Libraries, Census data, gathering statistics on digital inclusion and connectivity in Weston,

completing the *Learning Pathway* section of the Aspen Institute's Action Guide, Re-Envision Your Public Library Version 2.0, and completing the ACLB Board self-assessment. As these various steps are completed the Strategic Planning process will be moving forward.

Member Ross made a motion to approve up to approve the draft Circulations Policies as presented adding language about when auto-renewal is available at Director Tatarka's discretion Second by Member Groves. Motion carried unanimously.

The Director's Report, Departmental reports are attached.

7. **Old Business:** Member Toczek reported he will be attending the next Friends meeting to move forward with the car show fund raiser to be held this fall. Specifically, he and Susan Richard will be reaching out to the Friends for help and support since the car show will be raising money to support the Friends' activities.
8. **New Business:** None
9. **Friends:** Susan Richard reported for the Friends. The Friends Treasurer has adopted a budget for the Friends to manage its spending.

All programs are going well; all are via Zoom and are being well-attended. This includes the Van Goss program in February, the Jim Lomuscio program in March, and the two Conversations: Truth, Myth & Democracy co-sponsored with the Friends, the Mark Twain Library in Redding and the LWV of Weston and Redding.

There will be a lotus lantern making program to be scheduled in May.

10. **Adjournment:**

Member Ross made a motion to adjourn at 8:58 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, May 4th.
7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library
Director's Report
April 7, 2021

Space Planning/Buildings and Grounds

- Children's Room and Related Projects eligible for State Library Construction Grant
 - The bidding documents for the windows project the State Library requires on file were sent Priority Mail on March 13. The documents were also emailed and received by the State Library on March 12.
 - CHRO approved the Town's Set Aside Plan (SAP) on March 1, although we did not receive notification until several weeks later. On March 22, the Town was notified it was not in compliance with completing required paperwork with the SBE/MBE contractors. That paperwork needs to be filled out monthly, apparently starting with the date the SAP is completed. I have completed the necessary documents for January and February and will do March shortly. Those documents are with Town Administrator Luiz for review, and then need to be signed by the SBE/MBE contractors. They will need to be submitted by mid-April.
 - Town Administrator Luiz has ordered the fixtures for the LED upgrades and they have arrived. Those are scheduled to be installed the week of 4/5. Emergency lighting upgrades will be scheduled shortly. Window replacement project should be substantially completed by 4/19. Town Administrator Luiz expects to have required remediation work completed the week of 4/5.
 - The need to tint some of the windows in the Children's Room was not included in the bidding documents. The vendor Liggett Contracting, Inc. is working with does not offer in-production tinting. I will review with the Town and Liggett Contracting, Inc. what options are available and cost.
- Library Roof – Bids for replacing the Library Roof were due 3/19 and a winning bidder was identified. It is the same company who replaced the 1960s and 1980s portion of the roof in 2010. The Building Committee reviewed the winning bid with the help of H.B. Fishman at their meeting on March 24. The remaining funds needed to complete the project will not be available until FY21-22; however, the cost of cedar is expected to increase soon. Town Administrator Luiz has worked with the Town Attorney to arrange to purchase the cedar now with the funds currently in place and award the contract for work when the Town approves the FY21-22 Capital Budget. Work is expected to be completed this summer. The Town is currently negotiating with several firms for oversight of the work once it is underway.
- HVAC Balancing – Town Administrator Luiz has included funds in his maintenance budget 21-22 for balancing the HVAC. The Building Committee has reviewed the HVAC plans for the Library and has found several issues that need to be addressed, which were discussed at the March 24 meeting. The first step will be to balance the HVAC to try to match the outputs noted in the 1990s drawings. Adjustments to the system can then be made at that point. In addition, there are dampers that need to be repaired and the lack of fresh air intake into the system as a whole needs to be corrected.
- The Buildings and Grounds Committee met on March 26 to review the Beautification Committee's plan for planting mountain laurel and received updates on the roof and HVAC balancing.

Strategic Planning

- The Strategic Planning Committee met on 3/3. The group discussed first steps which include a review of all full-time job descriptions, completing Best Practices in Connecticut Public Libraries, reviewing new Census data, gathering statistics available for digital inclusion and connectivity in Weston, and completing the *Learning Pathway* section of the Aspen Institute's Action Guide, Re-Envision Your Public Library Version 2.0, and completing the ACLB Board self-assessment tool. Once these steps are completed, the Committee will review additional resources available from the Aspen Institute and Harwood Institute to identify next best steps for scenario planning and community outreach.
 - At this time, I have reviewed all full time job descriptions with staff and will be submitting revisions to Town Hall for review.

Policies

- The Policy Committee reviewed proposed changes to the Circulation Policy. A marked up copy will be distributed with the Director's Report.
- The Policy Committee will review the Volunteer Policy next, as it was scheduled to be reviewed in March 2020 as the Library closed down for COVID.

Finances

- The Board of Finance reviewed the Selectmen's budget on 3/10 and held a public hearing on 3/30. There were no significant questions about the Library's budget.
- Checks written: 3/20, 212 - \$150, Queen of the Mountaineers program with Cathryn Prince
3/24, 213 - \$50, Weston Historical Society, Work Must Be Done program
- Stripe payment received: \$76.97

Staff

- Senior Librarian Nancy Lincoln has announced that she will retire this summer. The date has yet to be announced, but I will keep the Board in the loop. Nancy has been with the Library for 38 years, is a fixture at the Information Desk, and a welcoming presence to the community. Patrons especially appreciate her Reader's Advisory skills. We have time to prepare for her departure, but she will be very much missed by staff and patrons alike.
- Services at the Library returned to open browsing for adults, limited computer access and Children's Room by appointment on 3/16. So far, this slight loosening of restrictions has gone well although we have noticed an increase in the number of students walking to the Library after school. Unfortunately, we cannot accommodate them at this time. The Board's COVID Committee and I sent a memo (attached with Director's Report) to the schools detailing what services we are currently able to provide. As Summer Reading planning is already well underway, Children's and Teens does not expect to offer any regularly scheduled in-person programs, although pop-up programs may be possible, depending on when staff are vaccinated and positivity rates in Town. I expect we will stay at the current level of service through mid to late May.

Library Programming

- April programs are available [here](#)
- April 4-10 is National Library Week. The Friends will be participating in Library Giving Day on April 7 to fundraise for programs and a new 3D printer for the Makerspace. National Library Worker's Day also falls in this week.

Facilities

- The clock above the Information Desk stopped working again. The Town's electrician said he might need to replace the motor. I will follow up with him.
- The Library's network switch failed at some point on Friday 4/2. Staff arriving at the Library on 4/3 had no phone or Internet access. Novus, the Town's IT vendor, was able to locate a spare switch at the schools and install it at the Library. Phones and Internet were restored around 2:00PM.

Operations

- Circulation: 2,779. This represents a decrease of 38% from pre-COVID numbers.
- Gate count remains unavailable as the vestibule has been repurposed for curbside pickup.
- I received a phone call from Loraine Knapp (Franc Vitale's sister). She was enquiring about the donation Franc made to the Library. I sent her newspaper articles, photographs of the daffodils and of the plaque. I have a few more to send next week. She was hopeful of getting a picture of the plaque mounted in the vestibule. Would the Board consider hanging it soon? It has been in my office for some time.

Departmental Highlights

Children's and YA – Alessandra Petrino

Notable Children's/YA Notable Programs/Collections:

- In February we had a very successful "Take the Library to Your Child Week" set of events. We had 50 family bags that families registered for and picked up that included 1 free book per child, 2 crafts, treats, and bookmarks. There were a total of 89 participants for the bag pick up. We held events during the entire week (February 6-13) and all were very well attended.
- We held another Food Explorers program in February, this time learning how to make Cinnamon knots. These are always well attended. We had 34 people attend this one. We held another Food Explorers program in March, this time learning how to make Broccoli/Cheese Calzones and had 25 people attend.
- Our STEM programs: Winter STEM in February (2 classes) and SPRING STEM in March (2 classes) had full registrations.
- Our book chats continue to be held monthly with 3-4 kids attending regularly.
- In March we worked with Hurlbutt Elementary School to run a Mock Nutmeg Elementary Book Award Committee. We ran this program weekly with 15 kids and supplied them each with 1 of the titles from the nominee list to campaign for by making a poster. Posters are now put up at Hurlbutt as April is the month the state votes on the Nutmeg Book Awards.
- In February and March I hosted the YA Librarians of Fairfield County Roundtable via Zoom. February's topic was "Masculine Stereotypes" and March's topic was "College Planning Presenters" in which we had a panel of 7 different college planning presenters on different aspects of college planning present what they can offer to libraries for our patrons.

Upcoming:

- In April we have special events for: National Library Week, Poetry Month, springtime, and Spring Break. These include 2 programs sponsored by the Friends of the Library by special performers for Spring Break- 2D Animation and Turtle Dance Music's Autism Awareness Month Show.
- We have booked Food Explorers for several more food programs over the next several months including Lemon Bars, Lasagna Zucchini Boats, No-Churn Ice Cream, Blueberry Pie, and Homemade Pizza.
- The Friends will be sponsoring 2 more programs from Turtle Dance Music for May and June- May is "Swing into Spring" and June is "TikTok and Beat Making Apps for Teens."
- In April we will start our storywalks again outdoors with the book "Yoga Bunny" and then continue in May with "Can you Make a Scary Face." We will continue with these storywalks through the summer changing the book monthly.

Other:

- We continue to fulfill Binge Box requests weekly for those that continue to request.
- In April we have offered to have a make and take kit during the week of April 19th-23rd in conjunction with Sustainable Weston's month of Earth Day events. It is a recycled bee hotel. We will allow pickups while supplies last.
- Planning is well underway for our Summer Library Adventures: Read, Do, Go program. This year our theme is Tails and Tales. We are hoping the Board would be willing to continue their support of the Summer Kick-Off which will be a bit different this year. Plans are below.
 - As we are planning for a full virtual summer program with hopeful outdoor "pop-up" events when we are given the okay, we have decided to offer a different type of Summer Kick-Off.
 - We have gotten a license for the week of June 27-July 3 (June 28 is the start of Summer Reading) for Alex Thomas & Friends' "Dewey the Dragon's Puppet Storytime" the cost for this is \$200.00 for the entire week. We will have the video available on our website and social media pages for patrons to watch at their leisure. We will also host a ZOOM viewing event where we pair this with a stuff-a-bear event.
 - We would like to do a Stuff-a-Bear on Monday, June 28th (the day Summer Reading Begins). We will offer this to the first 100 people who register for our summer reading program (registration will start earlier in the month). They can then choose to participate in the stuff-a-bear event with a \$5.00 deposit to offset the costs of the event. (This is the same charge we have done in the past for this event with the Friends).
 - We would check to see if the child is registered for Summer Reading (also serves as an incentive to register early) and once confirmed, send them a list of animals they could choose from. They would pick up the animal the week of June 21-26th at the library (comes with animal, stuffing, heart, birth certificate and plain white t-shirt). They would then join us on Zoom on the 28th for the Puppet Storytime and then we would stuff our bears together.
 - Pricing for 100 bears, stuffing, hearts, birth certificates and t-shirts would be:
 - 100 animals with hearts and birth certificates: \$750.00
 - 100 individual packs of stuffing: \$320.00 (comes individually packed) or \$232.00 from Joann Fabrics (bulk not individually packed-we would have to pack)
 - 100 t-shirts: \$232.00

Total for Stuff-a-bear for 100 kids: Between \$1215 and \$1302
Total for Alex Thomas and Friends Dewey the Dragon's Puppet Storytime:
\$200
Total for Kick-off: Between \$1415-\$1502

If the board is able to do any portion of the kick-off it would be greatly appreciated.

Administrative Department – Karen Tatarka (meetings not included above)

Professional Meetings/Outreach

- 3/3 - Spring/summer program planning meeting with other Town departments
- 3/9 – Bibliomation Finance Committee meeting
- 3/10 – FLAG meeting
- 3/12 – ACLPD Digital Inclusion Committee meeting
- 3/23 - CT Library Association meeting with State Librarian Deborah Shander

Weston Public Library

Building and Grounds Committee

Friday, April 23, 2021

via Zoom

Karen Tatarka, Amy Sanborn, Sharon Murphy, Anne Hunt

Absent: Thomas Burke

The meeting started at 7:05 PM.

Anne presented a slide show of proposed plantings around the library. She started with what had been planted in front of the sliders and showed how it looks today. She showed various plantings in the same area. She then moved to the front of the library facing Town Hall, then focused on the corner and finally moving around the corner showing the side of the Children's Room. She finished by suggesting an area to plant by the bench by the sliders.

Amy suggested that the area in front of the Community Room be tied in with the other part of the library. Anne will make a list of suggested plantings to give to the Beautification Committee. Deb at Weston Gardens wants to donate a Japanese Maple in memory of Amy's father. We also discussed a special tree by the bench by the sliders to commemorate Nancy Lincoln's retirement.

We also discussed some attention be paid to the plantings around the circle in front of sliders.

Children's Room windows have been finished. The windows couldn't have been tinted in production. 3-M film would be about \$1,500. Karen will request a proposal. There may be money left from the windows to cover the cost of the film. The Lego wall and the train table were not in the state grant. The Friends are paying for them. Jonathan has found other savings to apply to cover increased costs.

Richard Wolf has the 3-M film on his windows and recommends using the product in the Children's Room.

Our next meeting will be Wednesday at 11:00. The topic will be the Children's Room furnishings.

Karen hasn't heard anything additional about the cedar singles for the roof. There is a problem with obtaining them.

Amy moved to adjourn. Sharon seconded. The motion passed unanimously. The meeting adjourned at 8:03 PM.

Respectfully submitted,

Anne Hunt

DRAFT
Weston Public Library Board
Regular Meeting

Tuesday, June 1, 2021
7:30 PM, Via Zoom

DRAFT Minutes

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

Absent: Amy Jansen, Thomas Burke

Guests: 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 projects related to the State Grant. Remaining light fixtures for the Community room are still on order. The windows project is also complete; an issue with one window. Town Administrator Luiz is reviewing the overall budget for the project. If there is enough money, he will approve the expense to install the 3M film of the windows in the Children's Room. Space Planning reviewed options for Laminate to coordinate with end panels and other furniture in the Children's room on May 27th. We should have a final quote from CLC and timing with respect to installation in a week or two. We will need to coordinate the timing with DPW to enlist for help. We will also need to find help to move the books in the Children's room to the Community room. Susan Richard volunteered to reach out the Friends for their help.
2. **Buildings and Grounds:** Chairman Hunt reported that she and Claudia Hahn had planted a couple of things in the area by the sliders with the lion sculpture. She discussed the plan for various options to be planted that has been discussed with Claudia Hahn. The Board discussed the need for an overall plan to address planting in the front of the Library and how it will be funded.
3. **Treasurer's Report:** Treasurer Toczek reviewed the financials for April and May 2021. There was minimal activity. The largest expenditure in April was for Zoo Factory of \$1, 356.95 for the stuff a bear summer reading kickoff. There was minimal activity in May.

Member Ross made a motion to accept the Treasurer's Reports for April and May 2021 as presented. Second by Member Murphy. Motion carried unanimously.

4. **Minutes:** Tabled.
5. **Director's Report:** Director Tatarka referred the Board to her previously distribute Director's Report. In particular, she highlighted the status of strategic planning, and noted that the roof replacement project is on schedule for this summer. The Building Committee, Director Tatarka, and the contractor will be meeting to discuss logistics and how the work might have an impact on Library operations.

The balancing of the HVAC was discussed. The priority is to fix the air flow issues that have been uncovered, so balancing is on hold for now. It will likely need to be addressed in the 2022-2023 budget cycle. Until the air flow issue has been resolved there will be no meetings allowed in the conference rooms.

Director Tatarka reviewed the list of possible items to be included in the ARPA Grant application. As was discussed last month, Director Tatarka wants to focus on high priority items that do not incur future operational costs. After discussion of the various opportunities, it was the sense of the meeting that security cameras and Sunday building and restroom cleaning from September to March 2022 (end date by which grant money must be spent) were the top priorities. Restroom cleaning would enable the Library to be open

again on Sundays. The Board gave Director Tatarka discretion with respect other items to be included to take advantage of the approximately \$16,000 available under the ARPA Grant, particularly since there have been some changes as to what projects are grant-eligible.

With respect to staffing, there are five positions that need to be filled and will be advertised this summer. This includes Nancy Lincoln's Senior Librarian position (no retirement date yet set; likely September), a part-time Library Assistant position, and three Library Pages.

Physical circulations for May were 2,496, down 39% from last year. Digital circulations are growing. Gate count is currently on hold.

Automatic renewal of materials, subject to the revised Circulation Policy, will go into effect in early June.

Director Tatarka discussed the possibility of holding meetings in-person beginning in July. The Board discussed its comfort level. With the air flow issues, we would need to find a place to meet other than in the Library. The decision was made to follow any direction provided by the Town between now and the July meeting, with logistics for the July meeting to be determined.

The Director's Report, Departmental reports are attached.

6. **Chairman's Reports:** The Strategic Planning Committee met on May 18th to review the Library's status in relation to the *Best Practices in Connecticut Libraries* document from the State Library and identify next steps. The internal review has been reviewed. Director Tatarka reviewed the related information presented in her Director's Report. The Strategic Planning Committee will continue to meet and move this forward. Job descriptions will be reviewed by the union and then go to the BOS for approval.
7. **Old Business:** None
8. **New Business:** None
9. **Friends:** Susan Richard reported for the Friends. The Lotus Lanterns program is being held this week with 12 participants registered. The Friends do not have much programming during the summer. No August book group. New Yorker had its last meeting last week. Classic Short Story has two more meetings. The Photography Club is doing extremely well. They have provided some of their works to the EMS Center. One Friends board member is moving. The Board should send thoughts on possible folks to fill this spot to Susan. Member Toczek will be at the next Friends meeting to discuss the car show fundraiser and solicit help since the show is to benefit the Friends.
10. **Adjournment:**

Member Ross made a motion to adjourn at 8:34 PM. Second by Member Murphy. Motion carried unanimously.

Next Board meeting is Tuesday, July 6th.
7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library
Director's Report
June 1, 2021

Space Planning/Buildings and Grounds

- Children's Room and Related Projects eligible for State Library Construction Grant
 - Remaining light fixtures for the Community Room are still on order.
 - The windows replacement project is complete with the exception of the one window with the incorrect spacer and one broken window. Liggett Construction will install those as soon as they are manufactured.
 - Town Administrator Luiz is reviewing the budget for the Town funded grant projects. If there are enough funds remaining, he will authorize the window tinting for Children's.
 - Finance Director Darling is scheduled to send me invoices and cancelled checks for all Town funded projects. I will use those to complete CHRO paperwork and also for submitting reimbursement forms to the State Library.
 - Creative Library Concepts (CLC) sent additional laminate samples for review for the Children's Room. After consultation with CLC's designer on 5/27, we selected final laminates and signed off on the shop drawings that afternoon. We should have an estimated delivery/installation date in the next week or so.
- Library Roof – The Building Committee decided at its May 5 meeting not to approve contractor's change order to cover the increase in shingle cost, with the understanding that they would review it again with the contractor at the end of the project and reach an agreement at that time. The project will move forward this summer.
- HVAC Balancing – In light of the recent findings that the Library HVAC system lacks appropriate fresh air intake, HVAC balancing has been placed on hold and the funds dedicated to that purpose will now go towards correcting the fresh air intake issue. The fresh air intake must be corrected before we can increase capacity in the building or make study rooms available. We will request funds for HVAC balancing in the next budget cycle. I am appreciative of the time Building Committee members have spent examining the HVAC system at the Library and identifying issues. They met with the TriCity technician for a thorough walk through on May 7 to assess problems and pose solutions, and discussed the issues at their May 12 meeting. All parts are now on order to correct the fresh air intake issue.
- The information on ARPA Grant funding initially implied that security cameras would be an eligible expense. That has since changed. There are several issues with our existing system. I have received a proposal for security cameras from the company that provides the Library's fire system, Security Solutions. They performed an assessment on May 14. I will discuss the recommendations with the Board as well as funding options.
 - I have included a list of items I am currently considering for inclusion in the ARPA Grant request. I have sent this preliminary list to the State Library to insure these types of items are still eligible. We can review them at the meeting.
- The Library had a fire inspection on May 19. Several minor issues were identified and will be addressed by the Town Handyman.

- As I mentioned several months ago, Nancy Lincoln plans to retire this year. I expect this will be in September and I should have an official date soon. I will advertise the position this summer.
- Library Assistant Elizabeth (Annie) Dunn-Aronson has resigned. She will be leaving the Library at the end of June. I will advertise this position the week of June 7.
- We are currently recruiting to fill 3 Library Page positions: one will have a start date in late June, one will have a start date later this summer, and one will have a start date this fall if we are able to re-open on Sundays.

Strategic Planning

- The Strategic Planning Committee met May 18 to review the findings of the Library's status in relation to the *Best Practices in Connecticut Libraries* document from the State Library and identify next steps. There were several areas where the Library did not meet the "essential" benchmark. Areas the Strategic Planning Committee has identified as necessary areas for improvement will be included in the forthcoming Strategic Plan.
 - Summary of action items:
 - **Facilities:**
 - The Buildings and Grounds Committee will meet prior to formulating the Library's budget in November to identify and prioritize building repairs/maintenance.
 - The Library Director will maintain a directory of maintenance/repair vendors and document repair requests and repairs performed.
 - The Library Director will work with Town Fire and Police to develop and emergency preparedness plan for the Library and staff.
 - **Governance:**
 - The Board of Trustees will conduct a self-assessment based on the guidelines provided by the ACLB.
 - The Trustees will determine if they would like to implement an annual Library Director Review.
 - The Trustees will review the status of the Donations and Gifts program.
 - **Resources and Services:**
 - Library staff will set as a priority meeting the minimum annual physical collection turnover rate as detailed by the State Library.
 - **Staff:**
 - Staff will set annual goals in coordination with the Library's strategic plan and will have periodic goals to review progress and assistance needed to complete those goals.
 - In coordination with the emergency preparedness plan above, training for staff on safety and emergency procedures will be implemented as needed and the Library will investigate security cameras and an announcement system.
 - Professional development will be included as a requirement in all full time job descriptions. We will begin offering online professional

development opportunities for part time staff. In person staff meetings will resume post-pandemic.

- Next Steps: Updating the Census data in the Strategic Plan introduction and creating a fillable form for the Board self-assessment.
- Town Administrator Luiz requested that I send the revised Full Time job descriptions to the Union for review in addition to the proposed Saturday rotation for Full Time employees. I sent these documents on May 19 and will follow up if I do not hear back in the next week.

Technology

- Novus, the Town's IT consultant, installed a UPS for the network switch in the basement. This will allow staff to continue to use phones immediately after a power outage and also protect the switch from sudden power outages or surges.
- The Prusa 3D printer that the Friends have kindly purchased for the Library has been shipped and should be arriving next week. This 3D printer has a larger, heated print bed and will produce higher quality prints. Makerspace Coordinator Lomas will have a chance to familiarize herself with it this summer and hopefully be able to offer programs using it this fall.

Finances

- Checks written:
 - 5/8 – 217 - \$1,356.95 – Zoo Factory order for Summer Reading kickoff (Board approved).
 - 5/13 – 218 - \$206.96 – 4Imprint for Library bookmarks to be distributed in the Welcome to Weston bags Kiwanis is creating for new residents.
 - 5/20– 219 - \$100 – James Gifford honorarium for *Cut the Cord* Zoom program. We had 57 people register and 42 log in. A link to the recording was sent to those who registered but were not able to attend.
- Stripe payment received: \$86.86 as of 5/29/21

Policies

- Autorenewals are in the works and will go into effect in early June. We will coordinate reinstating late fees with autorenewals as discussed last month.

Programming

- June programs are available [here](#).
- The Friends of the Library have kindly voted to cover the expense of all of the summer reading performers Children's Library Petrino selected. She is currently in the midst of creating all of the marketing, forms, etc. for getting another successful Summer Reading program underway. This year's program will be similar to last year's with an emphasis on Read, Do, Go. She will be able to offer some small, outdoor, in-person programs in accordance with WWHD and CTDPH guidelines.
- The movie screening license provided by the Friends is covering some outdoor screenings during COVID. Children's Librarian Petrino and I are looking into how we can offer several films this summer.

Operations

- I will share May circulation numbers at the meeting. Gate count is currently on hold.

- The Library increased service hours and available seating on May 24. Quarantine of returned items was reduced to 72 hours. The Children's Room remains by appointment, conference rooms remain unavailable, and masks must be worn at all times (per the Town and WWHD).
 - Two additional service phases are planned for June 21 and July 21. For June 21, we expect to return to normal operating hours, provide additional seating in adult areas, and provide access to the Starbucks machine again. On July 21 we hope to be able to offer meeting spaces to the public again. This could happen earlier if all HVAC repairs are complete; however, the Community Room will be unavailable until the Children's Room renovation is complete. Town Administrator Luiz expects Boards and Commissions to begin meeting in person again on July 1 (this is a slight change from what was reported earlier), but is awaiting guidance from WWHD regarding seating capacities for various spaces, including Library spaces.

DRAFT

Weston Public Library

Building & Grounds Committee

June 9, 2021

9:00 AM via Zoom

Present: Amy Sanborn, Amy Jansen, Karen Tatarka, Anne Hunt, Sharon Murphy

Absent: Thomas Burke

The meeting was called to order by member Hunt at 9:04 AM.

Anne shared her screen to show recommendations for plantings around the library, specifically in front of the Children's Room where the boxwoods are planted, the area around the lion and the area in front of the "door" to the Children's Room. She stressed that she would be working with Claudia Hahn of the Beautification Committee and that we needed to make a decision quickly as plant stock is being rapidly depleted. Beautification has offered the committee \$150 to defray costs.

Amy Sanborn requested that a "master plan" for plantings be developed to enable the committee to evaluate what should be planted around the library. No timetable was established.

The consensus was to investigate a service berry bush for the Children's Room "door". Also if they can be found, a variety of coneflowers in front of the bush. Further, bee balm was suggested for in front of the boxwood.

Since the Library Board had approved a special commemorative plant in honor of Nancy Lincoln's retirement, Anne and Claudia will also look for something appropriate. The committee authorized Anne to work with Claudia to purchase plantings.

Amy Sanborn moved to adjourn the meeting at 9:41 AM, Amy Jansen seconded. The motion passed unanimously.

Respectfully submitted,

Anne Hunt