

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