

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.

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