



Weston Public Library Board  
Regular Meeting  
Tuesday, August 3, 2021  
7:30 PM, via Zoom

Agenda

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

**NOTE:** Next Board meeting will be **AUGUST 31** (please note change)

Topic: Board Meeting

Time: Aug 3, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 857 6485 2627

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Weston Public Library Board  
Regular Meeting

Tuesday, May 4, 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, Karen Tatarka

Absent: Cyprian Toczek

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

Meeting called to order by Chairman Hunt at 7:34 PM

1. **Space Planning:** Director Tatarka gave an update on the projects related to the State Grant. She reviewed the “Town” projects, including LED and emergency lighting upgrades, ventilation for the public restrooms, lighting upgrades, and remediation work. All are complete except for a couple of fixtures that were not ordered. One track lighting fixture needs a work-around. Fixtures are ordered and a solution for the track lighting has been identified. The windows replacement project is near completion.

Director Tatarka gave an update on the status of Children’s Room remodel. Shop drawings are being finalized. The Space Planning Committee met on April 28<sup>th</sup>. There were additional questions sent to Creative Library Concepts. The hope is to finalize everything in early May for production and delivery in July.

The Board discussed the option of adding 3M Prestige film to windows in the Children’s Room that was added to the Café area after the renovation as the cork was fading. This was not in the State Grant proposal. The cost would be approximately \$1,500. It was the sense of the meeting to go with the Prestige film named 40. The Board also requested that Director Tatarka explore adding this film to 4 other windows on the south side of the Children’s Room. Director Tatarka will get a quote. From the last look at the accounting for the overall project, it is believed there is enough money to cover this expense.

2. **Treasurer’s Report:** There is no Treasurer’s Report this month.
3. **Minutes:** Tabled.
4. **Director’s Report:** Director Tatarka referred the Board to her previously distribute Director’s Report.

She updated the Board on the status of Nancy Lincoln’s retirement. Nancy is working with the folks at Town Hall to explore her situation. The Board discussed various opportunities to celebrate Nancy’s retirement.

Dates for Strategic Planning meeting were discussed for the week of May 10<sup>th</sup>. Director Tatarka gave an update on the status of discussing job descriptions with Town Hall (done) and then the union. To be done in early May.

Director Tatarka had distributed information related to applying for an ARPA (American Rescue Plan Act) CT Library Grant. She explained what the grant may be used for and how it has been a moving target. The Board discussed the various opportunities to spend the approximately \$16,000 available to the WPL under this grant. The objective is to determine which projects have the highest priority, but that don’t incur ongoing support expenditures into the future. With the Board’s input, Director Tatarka will finalize costs, determine what requests should be included, and submit a proposal before the June 30<sup>th</sup> filing deadline to make sure proposed items are still covered under the grant requirements. The two items most important to the Board were fresh air intake and Sunday cleaning from September to June so the Library may be open again on Sundays.

The Board was advised as to the operating situation related to Covid. As of May 24<sup>th</sup>, modest changes in services may be implemented. Details are delineated in the Director's Report. In mid- to late June there may be further reductions in restrictions. Outdoor programming is still uncertain. With the fresh air intake issues within the building, indoor meetings will need to be constrained until this issue is resolved. The Board reviewed and commented on the draft Library Services memo previously circulated. The sense of the meeting was to postpone collecting late fees until sometime mid-late June.

Director Tatarka reviewed the 3<sup>rd</sup> Quarter Report. Issues highlighted and discussed by the Board were eBooks (up 46%), Hoopla issues (up 13%—butting up against daily budget), Inter-library loan volume (up 68.5%), Downloadable periodicals (up 282%), Overdrive magazines (up 268%) and others. Patrons engagement with physical and virtual access to resources is incredibly robust. Virtual attendance at programs has been amazing. The Board has discussed generally how as Covid-related restrictions are lessened, what lessons have we learned from this experience and what “virtual” services patrons will want in place going forward. How does the WPL accomplish that and what might the budgetary implications be?

The Board discussed what is necessary to reopen the Starbucks machine. All supplies have expired. Sense of the meeting was to have Director Tatarka do what is necessary to reinstitute the Starbucks service as appropriate.

The Board reviewed the 3M Prestige agreement proposed by Millard Enterprise for the film for the Children's Room windows. Suggestions were made. Director Tatarka will follow up.

The Director's Report, Departmental reports are attached.

5. **Chairman's Reports:** Buildings and Grounds: Chairman Hunt reported on the planting discussions with Beautification regarding the front of the Library. Some plants have been installed by the lion near the sliders. The process is evolving. Nurseries are having trouble acquiring stock. May be limited options. Chairman Hunt advised the Board of the Garden Club plant sale happening May 15<sup>th</sup>.
6. **Old Business:** None
7. **New Business:** None
8. **Friends:** Susan Richard reported for the Friends. All programs are active and going well. The art programs have been incredibly popular and well-attended. The Photography Club is going well. They currently have a Wildlife of Weston exhibit in the vestibule. The New Yorker, short story, and book groups are going better than well. At the last Friends meeting Member Toczek was able to enlist some Friends to volunteer to work on the car show fundraiser. The date of the show is October 3<sup>rd</sup> with a rain date of October 17<sup>th</sup>. Lotus lantern making will be on June 3<sup>rd</sup>. Cost is \$5 to purchase the kit.

Friends member and LWV member, Sue Urbania, has written an article about the WPL to be posted on the LWV web site in the new “Spotlight” section. The article is available at <https://www.lwvwestonct.org/item-page.php?itemtypeid=6>.

The Friends are hoping to find even more programming for our adult patrons.

9. **Adjournment:**

Member Ross made a motion to adjourn at 8:36 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, June 1<sup>st</sup> 7:30 PM

Respectfully submitted,

Amy Sanborn  
Secretary

Weston Public Library  
Director's Report  
May 4, 2021

Space Planning/Buildings and Grounds

- Children's Room and Related Projects eligible for State Library Construction Grant
  - State Grant funded work for LED lighting upgrades, emergency lighting upgrades, ventilation in public restrooms, and remediation work are all complete.
    - There are three LED fixtures that will be installed at a later date by the Town electrician. There were two fixtures that were not ordered and one track light that was not designed to be on two switches (to match existing). We have identified solutions and all additional fixtures are on order.
  - The windows replacement project is nearing completion. One window was sent with an incorrect spacer. Liggett Contracting is re-ordering the window and it will be installed in the next month or so.
    - Board discussion/decision regarding applying window tinting to 10 windows in Children's (proposal attached to email).
  - CHRO will need to have final accounting paperwork submitted so that they may close out the projects in their files. This paperwork needs to be submitted after all payments are made. I will coordinate completion of the paperwork with Town Administrator Luiz. In the meantime, the Town will need to continue to submit monthly reports.
  - We are currently finalizing the shop drawings with Creative Library Concepts for the Children's Room project. The Space Planning Committee met on April 28 to assemble any final questions based on the shop drawings. There were some inconsistencies in colors in the shop drawings versus what was approved by the Space Planning Committee. We are working to resolve those issues now and expect shop drawings will be approved in early May for production and delivery in early July.
- Library Roof – The Town has awarded the roofing contract to The Property Group. This is the same company that replaced the roof over the 1960s and 1980s parts of the building 11 years ago. We have learned that sourcing the shingles has become a challenge and that pricing has gone up. This will impact the overall cost of the project to the Town. The Building Committee has requested the change order for the increase in cost and will review it before the Town agrees to it. The increase is expected to be \$9,663.
- HVAC Balancing – I do not have any additional news to share on the status of the HVAC balancing and fresh air intake issues. Town Administrator Luiz has indicated he will address the fresh air intake issues as soon as a solution is identified at the recommendation of the Building Committee members who have been in the Library analyzing the HVAC.
- The Buildings and Grounds Committee met on April 23 to review Chairman Hunt's recommend plantings for the Library landscaping that would coordinate with the Beautification Committee's overall plan for the Town Hall campus. I also provided a brief update on grant funded project status.

Staff

- The staff were appreciative of the lunches the Board purchased in honor of National Library Month and to celebrate all of their hard work over the past year. Lunch was provided for staff on 4/23 and 4/26 to catch as many people as possible. For those who did not receive lunch, I picked up a small treat to thank them for their work.

Strategic Planning

- The Strategic Planning Committee plans to meet the week of May 10 to review the findings of the Library's status in relation to the *Best Practices in Connecticut Libraries* document from the State Library.

- I discussed the changes to the FT job descriptions with Town Administrator Luiz on April 20. The next step will be to send the marked up versions and corrected versions to both him and Union President Mark Harper for review. That will be done in early May.

### Finances

- 📄 Checks written:
  - 4/7 – 214 - \$39.50 – stickers for Nutmeg books
  - 4/7 – 215 - \$34.51 – Alessandra Petrino for supplies for TYCTTLD
  - 4/15 – 216 - \$70 – Friends of the Library for 3 Van Goss books (please see below)
- Deposits made:
  - 4/2 - \$150 – Donations made in memory of Nils Kindwall from Eileen Buckley and Lynne & Andrew Langlois.
  - 4/2 - \$24 – From Anne Hunt for Van Goss book. Funds will be transferred to Friends.
  - 4/15 - \$46 – PayPal transfer for Van Goss books. Funds will be transferred to Friends.
  - 4/27 - \$96 – Donations from Alvan Bisnoff, Marge Nieuwenhuis, Helen & Arne DeKeijzer
- Stripe payment received: \$1.35
- ARPA Funds – discussion of ARPA Funds available through State Library. See attachment.

### Policies

- Discussion/decision regarding re-instituting late fees on May 24.

### Programming

- May programs are available here
- The Library and the Friends are working with the Historical Society on a series of programs on the 1920s. The Friends have kindly agreed to consider hosting a book discussion with Sharon Sobel on a book from this time period. I attended a planning meeting with the Historical Society on April 20.

## Operations

- April Circulation: 2,521. This represents a decrease of 37% from pre-COVID numbers.
- 3<sup>rd</sup> Quarter report attached.
- Gate count remains unavailable as the vestibule has been repurposed for curbside pickup.
- I have discussed with WWHD next steps in loosening restrictions at the Library and have sent a proposed plan to the Town for review. On May 24, the majority of eligible staff will have received their vaccines and will be two weeks out. Changes in late May will be modest and will include shortening quarantine for returned materials, accepting cash at the desk, increasing seating (we will remain at less than 50% capacity until the fresh air intake issue is resolved), opening of one public restroom, allowing two families at a time in Children's by appointment, allowing up to two groups of two to meet.
  - We have received an increasing number of requests for meeting space at the Library. I suspect these requests will increase after May 19. We will no longer have the sector guidelines to refer to, so we will need to make sure marketing is clear.
  - I expect to revise services again in mid to late June and hopefully reduce restrictions further. We are awaiting guidance from the Town regarding outdoor programming and how much we can reduce restrictions, especially in light of the fresh air intake building code violation.
  - Status of Starbucks machine.

## Departmental Highlights

### Children's and YA – Alessandra Petrino

- Bears have arrived and packages are being stuffed for the kickoff. Thank you so much for fully supporting this program, we know from the past that this will be a filled program and thank you for the opportunity to do this for our kick-off.
- Children and Teen programs continue to do well and we have a few special programs for May. The Friends are sponsoring another show with Turtle Dance Music called Swing into Spring on May 11th. We are hosting Food Explorers on May 17th for Zucchini Lasagna Boats.
- We have continued to plan for summer and have almost all performers/shows booked and are just awaiting one final confirmation.

### Technical Services – Karen Bennett

- The J Series and J Graphic Novel labeling projects are finished.
- I would like to thank the Board for the lunch they provided. It was very kind and thoughtful.

### Administrative Department – Karen Tatarka (meetings not included above)

#### **Professional Meetings/Outreach**

- 4/1 – ACLPD Digital Inclusion Taskforce Meeting
- 4/6 – CT State Library Grant update meeting with Town Administrator Luiz
- 4/9 – Fairfield County Adult Programming Roundtable – Adult Summer Reading theme
- 4/14 – FLAG
- 4/15 – ACLPD Digital Inclusion Taskforce Meeting
- 4/20 - CT State Library Grant update meeting with Town Administrator Luiz
- 4/21 – ACLPD Meeting
- 4/22 – ARPA Grant meeting with CT State Library
- 4/27 – Bibliomation User Council Meeting