

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Weston Public Library Board

Regular Meeting

Tuesday, August 31, 2020

7:30 PM, via Zoom

Agenda

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

**NOTE:** Next Board meeting will be Tuesday, October 5

Join Zoom Meeting

<https://us06web.zoom.us/j/82989010381?pwd=OUNTWEZ6UEwxSzVMV2JlYnJWN2ozZz09>

Meeting ID: 829 8901 0381

Passcode: 06883

One tap mobile

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*DRAFT*  
Weston Public Library Board  
Regular Meeting

Tuesday, July 6, 2021  
7:30 PM, Via Zoom

DRAFT Minutes

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

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:35 PM

Director Tatarka reviewed the revised remote meeting protocol required as of July 1, 2021 by the Town per direction from the Town's Attorney and the timing of posting agendas and the requirement to make the remote meetings available to participants who might not have access to watch or call into the meetings (requires 24-hour advance request by participant.) Also, all board members participating remotely must have their names on their screens. Additionally, it must be established at the beginning of the meeting as to what the protocol will be if the meeting is interrupted by technology problems. The Board agreed that if you are disconnected from the meeting, first attempt to call in to see if it is only you having a problem. If the Zoom has "gone down," we will all try to rejoin in ½ hour. If unable to reconvene the meeting, it will be deemed to have been adjourned and a poll will follow to determine a time the meeting can be reconvened. Bercham Moses memo of June 23, 2021 was distributed to the Board in advance of the meeting and is included here.

1. **Space Planning:** Director Tatarka gave an update on the Children's Room remodel. Remaining light fixtures are still on order. The window replacement project is complete. Town Administrator Luiz has looked at the budget and approved the window tinting. It will be installed on July 19<sup>th</sup>. CHRO paperwork is still pending. Director Tatarka will meet with Finance Director Darling. CLC has all the furniture into production. Due to Covid and a significant increase in orders, the remodeling will not take place until early September. Carts for relocating the collection will arrive on Sept. 7<sup>th</sup> and furniture will begin arriving the next day. If there are any delays, we may extend the cart rentals on a per day basis.
2. **Treasurer's Report:** None.
3. **Minutes:**

Member Hunt made a motion to accept the Minutes of the Special Meeting of the Strategic Planning Committee March 3, 2021. Second by Member Murphy. Motion carried unanimously by a vote of those present at the meeting.

Member Jansen made a motion to accept the Minutes of the Special Meeting of the Buildings and Grounds Committee March 26, 2021. Second by Member Murphy. Motion carried unanimously by a vote of those present at the meeting.

Member Murphy made a motion to accept the Minutes of the Regular Meeting of the Library Board April 7, 2021. Second by Member Burke. Motion carried unanimously with Member Jansen abstaining as not present at the meeting.

Member Murphy made a motion to accept the Minutes of the Special Meeting of the Buildings and Grounds Committee April 23, 2021, as amended. Second by Member Hunt. Motion carried unanimously by a vote of those present at the meeting.

Member Murphy made a motion to accept the Minutes of the Regular Meeting of the Library Board June 1, 2021. Second by Member Ross. Motion carried unanimously with Members Jansen and Burke abstaining as not present at the meeting.

Minutes of the Regular Meeting of the Library Board May 4, 2021 tabled. June minutes accidentally attached twice; May not distributed.

Member Sanborn made a motion to accept the Minutes of the Special Meeting of the Buildings and Grounds Committee June 9, 2021, as amended. Second by Member Murphy. Motion carried unanimously by a vote of those present at the meeting.

4. **Director's Report:** Director Tatarka reported that the Fine Arts Festival is at Hurlbutt on July 17<sup>th</sup> and 18<sup>th</sup>. The Library will have a table with a variety of Library products including the button maker. While she can attend on Saturday, she asked if anyone might be able to cover on Sunday.

During "Covid-times," the Library staff has spent time cleaning up and inventorying the collection. They have looked at the Fine Arts collection, which has some unusual items for which a value assessment should be conducted. Some of the items are quite rare and have significant value. Town Administrator Luiz has approved possibly selling the items. They could also be donated to a museum. The Board will need to decide whether and how to sell or donate these items. In the meantime, they have been taken off the shelves.

The Library's ARPA grant request of \$16,023 was approved by the State Library. Items covered include PPE, Sunday cleaning from September through March, portable air purifiers, solar charging stations, lockers for after-hour pick up, portable room divider white boards, and a multi-device charging station. It is possible since the funds and payments will be run through the Town's accounts, the BOS and BOF may need to approve accepting this grant based on a memo from the Town's attorneys. The sense of the meeting was to do whatever Town Hall and Bercham Moses recommend.

Nancy Lincoln has announced her retirement date will be September 17<sup>th</sup>. The hope is to post the job in mid-July. The union is still reviewing the job description. Member Groves volunteered to help organize a retirement celebration consistent with Nancy's desires.

Strategic Planning: There have been no Strategic Planning meetings while the Library has been so short-staffed. The Board Self-Assessment excel spread sheet was distributed to the Board in advance of the meeting. The Board will need to develop a time frame for completing this exercise.

Operations: The Fourth Quarter Report will be distributed for next month's Board meeting. Auto-renewal has been implemented; late fees have been reinstated. Director Tatarka was able to get a debit card that she can use with respect to the Director's Fund. HVAC contractor TriCity is currently performing the corrections to the fresh air intake system. When the work is completed, there will be two conference rooms available to the public again.

5. **Buildings and Grounds:** Chairman Hunt reported that Beautification has \$150 it is willing to spend on plantings around the Library. The Board wondered what could be done for \$150 and how it would fit in an overall plan for landscaping the entire front of the Library over time. The patio area is on hold until Strategic Planning is completed. Director Tatarka will do a Google poll to see when the Buildings and Grounds Committee might be able to meet to discuss this.

The roofing contractor discovered some issues with the existing decking with the roof. The Building Committee is addressing the situation and reviewing proposed change orders. No resolution has been reached yet. Town Administrator Luiz and Building Committee Chairman Wolf will meet tomorrow to discuss this.

The Director's Report, Departmental reports are attached.

6. **Chairman's Reports:** The Strategic Planning Committee met on May 18<sup>th</sup> 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:** The Board discussed the now long-delayed celebration of Trustee Emerita, Lynne Langlois and installation of the Vitale plaque. The thought was to do something this fall without conflicting with Nancy Lincoln's retirement celebration.
8. **New Business:** Member Sanborn has a small patio table and a couple of chairs that might be able to be placed in an area outside near the storage room wall of the Community Room. There is an electrical outlet near the location. Approval by Beautification would be required.
9. **Friends:** Susan Richard reported for the Friends. The Friends will be meeting next week. They will need to push for more volunteers for the car show. Ms. Richard reported there is not much going on during the summer. The Friends will reschedule Monica Petersen's performance (canceled last March) for Women's History Month. The Speak Easies will start up again once the Community Room is available for in-person programs. Similarly, author talks will resume when the CR is available. The Friends hope to offer three popular art programs this fall (Oct., Nov., Dec.) via Zoom.

10. **Adjournment:**

Member Ross made a motion to adjourn at 8:53 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, August 3rd.  
7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn  
Secretary

Weston Public Library  
Director's Report  
July 6, 2021

Space Planning/Buildings and Grounds

- Children's Room and Related Projects eligible for State Library Construction Grant o Remaining light fixtures for the Community Room are still on order.
- o The windows replacement project is complete and the broken window and the window with the incorrect spacer have been replaced.
  - Town Administrator Luiz reviewed the project budget and has approved the window tinting. It will be installed on July 19.
- o CHRO paperwork for the grant funded projects is still pending. Town Administrator Luiz will set up a meeting with Finance Director Darling.
- o Creative Library Concepts (CLC) has put all furniture for the Children's Room into production. Due to COVID and a significant increase in orders, the remodeling will not take place until early September. Carts for relocating the collection will arrive on Sept. 7 and furniture will begin arriving the following day. We have reserved the carts for one week. If there are any delays, we can extend the cart rentals on a per day basis.
- Library Roof – The contractor discovered that the existing decking under the cedar portion of the roof was not as expected during demo. The Building Committee met on June 29 to review proposed change orders to correct the issue at amounts of around \$40,000. The Building Committee is currently investigating the change orders as well as other options. No resolution has been reached yet.
- HVAC – TriCity is currently performing the corrections to the fresh air intake system at the Library. When that work is complete, we will make 2 conference rooms available to the public again.
- Town Administrator Luiz has approved moving forward with the security cameras proposed by Security Solutions, even though they are no longer within the scope of the ARPA grant. The expense will be posted against the Library's Contractual Services Line for FY20-21, at Town Administrator Luiz's request. The work will be completed on July 8.
- The Library's ARPA grant was approved by the State Library. The full grant amount is \$16,023 and items covered include PPE, Sunday cleaning September through March, portable air purifiers, solar charging stations, lockers for after-hours pick up, portable room divider white boards, and a multi-device charging station.

Staff

- Nancy Lincoln has announced that her retirement date will be September 17. I hope to have the position posted by mid-July. The Union is currently reviewing changes to the job description.
- The PT Library Assistant position vacated by Annie Dunn has been posted and interviews started July 1. I hope to have the position filled by August.
- We have filled the Wednesday night page position. Tara Hoffman will begin training soon. In late July, we will begin interviewing to fill the position that will be vacated in August by long time page, Anna Eiler. In August, we will begin interviewing to fill the Sunday page position, which has been vacant throughout COVID.

## Strategic Planning

- With guidance from the Strategic Planning Committee, I have had the Board Self-Assessment compiled by the ACLB entered into an Excel worksheet. That worksheet was distributed to the Board with the Director's Report. The Strategic Planning Committee can discuss a time frame for having Board members complete the assessment.

## Technology

- There have been no significant technology issues. We do expect that the Library's WiFi will improve once the new security cameras are installed. The current cameras run off the Library's WiFi and use quite a bit of bandwidth. The new security cameras will be on the LAN.

## Finances

- Checks written:
  - 6/16 – Check 220, \$46.90 FedEx – Customs charge on 3D Printer Friends purchased.
  - 6/26 – Check 221, \$200 Alex Thomas and Friends – Summer Reading Kickoff Puppet Show
- Deposits:
  - \$100 donation from Savitsky for Children's programs in appreciation of Children's Librarian Petrino's efforts
  - \$324 – State Library grant for BorrowIT transactions
- Stripe payment received: \$47.45 for June

## Programming

- July programs are available [here](#).

## Operations

- June circulations were 3,864. This is a 30% decrease from pre-pandemic but still an 11% increase from pre-renovation. Gate count will be recorded again in FY 21-22.
- The Library increased service hours and available seating on June 21. The Library is now operating at its pre-pandemic summer hours. Seating is still limited. Children's browsing is by appointment. Quarantine of returned items has been eliminated. Masks must be worn at all times. Public restrooms are open.
  - We hope to have the Starbucks machine up and running again in July.
  - We should have 2 conference rooms available by the end of the month. We will seek guidance from WWHD about seating capacities.

## Departmental Highlights

### Children's And Teens – Alessandra Petrino

#### **Notable Children's/YA Notable Programs/Collections:**

- In May and June we held several special virtual events including Food Explorers and Turtle Dance Music. We will have both groups back throughout the summer for special zoom events as well.
- Our Spring Storywalk wrapped up the first week of May and our Silly Storywalk ran from Mid-May to Mid-June. Both were well attended and enjoyed though we did have some issues with weather (a lot of rain and wind taking our signs down).
  - In May and June we finished up our SPRING STEM events which have been very popular. June 7<sup>th</sup> we opened our summer library adventures program registration. As of July 1 we have 102 children and teens registered for the various parts of the program. The program began on June 28<sup>th</sup> with our kick-off event which was a stuff-a-bear. We had 40 children attend virtually. We plan to use the rest of the bears as a summer closing event in August.

#### **Upcoming:**

- We have started our Summer Library Adventures: Read, Do, Go program and it will continue through August 20<sup>th</sup> with redemption of prizes to run through August 27<sup>th</sup>.
  - We have several special performers scheduled for this summer's program including Turtle Dance Music, Food Explorer's, Alex Thomas & Friends, Connecticut Humane Society, Cartoonist Rick Stromoski, Magician Scott Jameson and Contortionist Steve Corning.
- We have started our outdoor programs and have a full slate of programs throughout the summer that include storytimes, craft projects, science experiments, book talks, and life-size games. We will also continue to offer a few virtual programs including storytime and Book BINGO.
- We are happy to finally have a date set for the renovation of the children's room furniture and shelving to be installed in September and cannot wait for everyone to see it when complete.

#### **Other:**

- We want to thank the Board for their financial support of the Summer Kick-Off Event. Everyone who registered was very happy with their animals and enjoyed the Dewey the Dragon Puppet Show after the stuffing event.
- In May I assisted in running the state conference once again, virtually. I would like to thank Karen and my co-workers for their support of CLA and this conference.
- In June I was invited to speak via Zoom to all of the Hurlbutt classes. I spoke to 27 classes over 5 days regarding the summer program with the help of Sharon Rodko, Library Media Specialist, who coordinated with the classes to join in virtually.
- After applying in May for a brand new initiative through the New England Library Association, I have been chosen as 1 of 30 librarians in the New England region accepted into their inaugural Emerging Leaders Virtual Cohort. The group will begin meeting mid August through October weekly and will get a chance to hear from featured speakers, participate in discussing special readings and work together throughout this course to develop our leadership skills and make a significant impact in the field of library leadership. I would like to thank Karen for her willingness to be one of my references and her constant support and allowance to participate in state and regional professional development initiatives.

### Technical Services – Karen Bennett

I was able to get circulation rule changes so we can remove the limit on dvd checkouts for our patrons and make them available for transit holds to other libraries. I am on the newly reestablished Bibliomation ILS

Steering Committee. The purpose of this committee is to assess enhancement requests, test new features and updates, and provide feedback to the Evergreen community.

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

**Professional Meetings/Outreach**

- 6/1 – SWCT Leadership meeting to discuss COVID service plans
- 6/8 – Bibliomation Finance Committee Meeting
- 6/9 – FLAG annual meeting. I have been re-elected as co-Secretary
- 6/9 – Buildings and Grounds Committee meeting
- 6/10 – Roof replacement mobilization meeting with Antonelli Roofers, consultant Winchell, Town Administrator Luiz and Building Committee Chair Wolf
- 6/11 – CT State Library webinar on changes to the annual report
- 6/16 – State Library ACLPD meeting
- 6/16 – Library Department Head meeting to review Children’s Summer Reading program
- 6/17 – Bibliomation annual meeting. I have been elected to serve on the Bibliomation Board
- 6/25 – Meet with Union President Harper to discuss changes to FT job descriptions and next steps
- 6/30 – Bercham Moses presentation on changes to laws for public meetings



*DRAFT*  
Weston Public Library Board  
Regular Meeting

Tuesday, August 3, 2021  
7:30 PM, Via Zoom

DRAFT Minutes

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

Absent: Amy Jansen

Guests: Susan Richard, representing Friends of the Library

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

1. **Treasurer's Report:** Treasurer Toczec screen-shared the Treasurer's Report for June and July, 2021. In June, interest earned by the Endowment Fund was \$136.35. E/Stripe income was \$47.45, Donations were \$24.00. Expenses were \$39.50 for the Nutmeg Book Award and \$46.90 for Federal Express for customs fees for the 3D printer. In July, The Endowment Fund earned \$140.91 of interest. Summer Reading and program expenses totaled \$248.00. Registration for Children and Teen's Librarian Petrino to attend the NELA Emerging Leaders program was \$100. There were no changes to the allocation factors related to the restricted accounts in June or July. The total balance among the Endowment Fund, the Director's Account and the Restricted Funds was \$1,134,807.39 at the end of July, 2021.

Member Burke made a motion to accept the Treasurer's Reports for June and July, 2021. Second by Member Sanborn. Motion carried unanimously.

2. **Minutes:**

Member Ross made a motion to accept the Minutes of the Regular Meeting of the Library Board May 4, 2021. Second by Member Goertz. Motion carried unanimously with Member Toczec abstaining as not present at the meeting.

3. **Director's Report:** Director Tatarka reported that there will be two Library-related items on the BOS agenda this Thursday. The first is a discussion/decision to approve the revised job description for the Adult Services Librarian position. The second is discussion/decision to approve the Library's use of the American Recovery Act Funding (the "ARPA" grant). She did not know when the BOF might meet to approve the use of the ARPA grant, assuming it is approved by the BOS. The timing is important to have the funds available and the contractor scheduled for the Sunday cleaning to begin by September 12<sup>th</sup>.

Director Tatarka reviewed the timeline for the Children's Room remodel. The process will begin on Sept. 7<sup>th</sup> as the carts for relocating the collection arrive. Public Works is to be available for disposal of materials not being used on Sept. 7<sup>th</sup> and 8<sup>th</sup>. The furniture should arrive on Sept. 8<sup>th</sup>. Creative Library Concepts expects a fast turn-around of a week to ten days.

The Board was apprised of the current staffing crisis with vacations, Nancy Lincoln leaving and Part time staffing not yet on board. In the event of a staff emergency, Director Tatarka explained it might not be possible to open the Library under certain circumstances. Town Administrator Luiz is aware of the situation and is working with Director Tatarka on a solution. The use of Library Board members in a crunch was discussed. Members Burke and Sanborn volunteered to help if necessary. Applications for the Adult Services Librarian are due Aug. 23<sup>rd</sup>. There has been an excellent response to the posting. The Board discussed what its role should be in this process. It was decided that, as with past full-time positions, Board

members may volunteer in interviewing candidates in person or via Zoom when Director Tatarka has made her preliminary decisions on finalists for the position.

Roof replacement: There was a weekly on-site roof progress meeting this morning. Director Tatarka reported that the consultant will be creating a revised change order and timeline for the project reflecting the delay that arose from changes in the way the trim needs to be installed. There may be some labor savings to be had. BC Chairman Wolf asked the consultant and contractor to provide that information.

Policies: The Board discussed a recent memo from the Town related to videoing and recording by the public in Town offices/buildings and how the Library should think about this issue. This memo was distributed to the Board in advance of the meeting. It would fall under the Code of Conduct Policy. The sense of the meeting was that the Policy Committee should explore the issue and make a recommendation to the Board as to how we should proceed.

Technology: The Board discussed the situation with the Wi-Fi, which may or may not be supported after the end of the year as the company is being sold. The ARPA money was not available for this Wi-Fi change/upgrade (wider reach of Wi-Fi) because it would entail adding CIPA-compliant filtering. The Board did not want to add this filtering. Director Tatarka had distributed a quote prepared for Novus, the Town's IT support firm before the meeting. She explained the cost to make this change would cost \$4,428.70 and incur a \$20/month maintenance fee. She thought the monthly fee could be covered by the contractual services line in the operating budget. This excludes electrical work for which the Town's electrician will give a quote. Member Ross had some technical questions about the system and the pricing. He will connect with Director Tatarka and discuss his thoughts. The Board discussed whether the Town might pay for this given the benefits to Library patrons. No decision was made.

Programming: Children's and Teen Librarian Petrino is hosting her end of Summer Reading party and movie on Friday, August 20<sup>th</sup>. She has requested volunteer help from the Board and the Friends. Board members are to contact Director Tatarka if they are able to assist.

TriCity has completed the HVAC work required to resolve the fresh air intake issues.

4th Quarter Report: The statistics show that eBook circulation for the FY '20/'21 compared to FY '18/'20 (pre-Covid) was up 90%. Additionally, the circulation of downloadable audiobooks increased by 34% for the same time period. This category was up 10% from FY '19/'20 to FY '20/'21. OverDrive usage was up 31.2% from FY '19/'20 to FY '20/'21. Zinio (now OverDrive Magazines) was up 139.1%, and Hoopla was up 18% for the same time period. Since the Library budget pays for Hoopla access per use, there is a budgetary cap on the daily spending, which is often met before the end of the day. Some patrons are moving away from this due to frustration. Director Tatarka hopes to budget more for this platform, but it will remain a struggle compared to Overdrive. Interlibrary loans increased 102.6% from FY '19/'20 to FY '20/'21. This was due to supporting book clubs. Programming has remained strong in spite of losing the ability to offer traditional programs during Covid. When things are back closer to the "old normal," we will continue to offer hybrid programming, in-person and virtual, to continue to offer programs for the new virtual audience that has evolved. With the changes to providing services during Covid, patrons have explored and learned more about the digital and virtual options that are accessible through the Library.

Operations: Director Tatarka reviewed the current operating procedures related to Covid. Mandatory masking will continue in all Town buildings indefinitely. Conference Rooms A and C will be available to Weston residents and 501(c)(3)s as of August 2<sup>nd</sup>. Online reservations for conference rooms remains suspended. All adult seating will be returned to the main area of the Library. Beginning August 9<sup>th</sup>, the Children's Room policies will allow for appointments and is otherwise open for browsing. If it becomes crowded, the staff reserves the right to ask families to wait to enter the room. Staff will reassess how it's going on August 13<sup>th</sup> and determine if any tweaks are necessary. Computers remain socially distanced. Chrome books will be available should there be a need for more computers. Starbucks machine will be available again August 2<sup>nd</sup> with a reminder to sip, mask, repeat.

4. **Chairman's Reports:** None.

5. **Old Business:** The Board discussed the retirement celebration for Nancy Lincoln. Sunday, Sept. 19<sup>th</sup> was preferred over Saturday, Sept. 18<sup>th</sup> due to that being the day of Weston Flea. Time is TBD. We will have a meeting before that to approve funding as necessary. Member Groves is working on the details of the event with Nancy and others. The Friends will discuss the celebration at its meeting next week. The Board discussed having a book with pages that patrons could use to write a note to Nancy. There was also a discussion of refreshments and how this can be accomplished with Covid-safety. Background musical entertainment was discussed. Member Goertz volunteered to work with Member Groves on this event.

Car show: To be discussed with Friends at its meeting tomorrow night. Date is Oct. 3<sup>rd</sup> at the High School.

6. **New Business:** None

7. **Friends:** Susan Richard reported for the Friends. The Friends did not have a quorum at its meeting last month. Car show and budget will be discussed tomorrow night. The summer has been quiet.

As part of Adult Summer Reading the Friends' sponsored a mini art show in the café. . .  
Book groups have met outside. Art programs for late fall are being organized. The Monica Petersen program will be rescheduled for March of 2022 during Women's History month. There will be a photography show reception in the Community Room September 25<sup>th</sup> (after the Children's Room remodel is completed), subject to the Covid situation at that time.

8. **Adjournment:**

Member Ross made a motion to adjourn at 8:53 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, August 31st.  
7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn  
Secretary

Weston Public Library  
Director's Report  
August 3, 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. They were due to arrive July 15. Town Administrator Luiz is following up with the vendor.
  - Window tinting in the Children's Room was completed July 19 (not grant eligible).
  - CHRO paperwork for the grant funded projects is still pending. I am waiting for Town Administrator Luiz to set up a meeting with Finance Director Darling.
  - Children's Room remodeling is still on track and will begin September 7. I will be recruiting some volunteers to help load carts so that we can temporarily relocate the collection to the Community Room. While the Children's Room is remodeled, staff will pull requested books, but patrons will be unable to browse.
- Library Roof – The Building Committee met on July 12 to review the status of the change order on the roofing project. Representatives of the Building Committee also met with the roofing contractor on site on July 7. The roofing contractor provided a cost savings analysis for a different type of installation that is still in line with Cedar Bureau requirements. It reduced the cost of the change order to just over \$1,000 and the Building Committee agreed to that approach. Building Committee Chairman Wolf also asked the contractor to provide a cost savings analysis on labor that will no longer be needed to see if there are additional savings. I have not yet seen this document.
  - The contractor also discovered an issue with some decorative trim and the installation of the proposed drip edge. The contractor met with representatives from the Library Board and the Town and it was later decided to install the drip edge as it was proposed in the design to maintain consistency with the drip edge installed in 2011.
  - With the change order and the question regarding the decorative trim, the project has been delayed. The contractor is scheduled to provide a revised timeline for the project.
  - Weekly progress meetings take place on Tuesdays at 9am.
- HVAC – TriCity has completed the work required to resolve the fresh air intake issue. I believe it may also have addressed the issue with hot and cold spots in the building, especially in the Conference Rooms which did not have air circulation prior to the repairs. I will continue to monitor, and if the issues continue, we will plan to request funds to balance the system in FY22-23. The funds that had been set aside for balancing in FY21-22 were used to perform the repairs necessary to meet building code requirements this year. I am thankful for the time the Building Committee spent listening to my concerns and identifying the problem.
- The security cameras discussed last month were installed on July 8-9. The cameras are now functioning and I have disconnected the webcams I installed as a stop-gap. This should also improve bandwidth for Library patrons. The new cameras do not incur an annual maintenance fee and should be a low-cost solution for the Library.
- The Library's use of the ARPA grant is on hold until the Board of Selectmen and Board of Finance agree to approve the allocation. This is in response to the memo Town Administrator Luiz shared last month. I expect this approval will take place in August. I have reminded the

Town that in order to open Sundays in September, the funds will need to be available and the contractor scheduled for Sunday cleanings. The first Sunday the Library will be open, provided cleaning is in place, is September 12.

### Staff

- The FT Librarian position that will be vacated by Nancy Lincoln has been posted. The Union received a revised job description in mid-May. I did not receive any feedback. A draft version has been posted for applicants. When the Board of Selectmen approves the job description, it will become final. We have had a good response so far. Resumes and applications are due Aug. 23. The Board normally reviews finalists for FT positions. Would the Board like to form a committee for this purpose?
- Senior Librarian Lincoln and I conducted interviews for the PT Library Assistant position in July. The Board of Selectmen voted on July 15 to hire Susan Frail to fill the vacancy. Susan is currently completing paperwork, and we hope she will join the Library by mid-August. Eric Weeks has been filling in hours on Mondays and alternate Tuesdays, and Deanna Whittredge has been filling in on Wednesdays. Eric's work schedule is changing, and he will no longer be able to commit to these hours. Staff will be stretched very thin to cover the desk until Susan Frail joins the team. I have expressed the urgency of the situation to the Town. If any staff member has an emergency or is ill, we will not have enough staff to open the Library on certain days with current staffing levels.
- We began interviewing for the Page position that will be vacated in late August by Anna Eiler. We hope to have a new Page start training in mid August. We hope to begin interviewing to fill the Sunday Page position shortly.

### Policies

- The Town has distributed guidelines for how municipal employees are to handle photographing, videotaping, or recording in municipal buildings.
  - The Library's current Code of Conduct is silent on these types of situations in the Library in terms of the impact on patrons. The Code does cover harassing or intimidating behavior, which could certainly apply to these situations.
  - Since the Library is a public building, there is generally a limited expectation of privacy for those using the building; however, the Board can put into effect policies to address this issue should it arise. Is this something the Board would like to investigate?

### Strategic Planning

- The Strategic Planning Committee was unable to meet prior to the Board meeting to review the status of the Board Self-Assessment.

### Technology

- I have received a proposal from Novus (the Town's IT consultant) for upgrading the Library's WiFi. The WiFi was last updated in 2016. We have learned that the system in place will no longer be supported as of December 2021. As the Board did not wish to become CIPA compliant, the Library could not use ARPA funds to upgrade the WiFi. As requested by the

Board, I have received an estimate for a new system. The new system will also provide more extensive outdoor coverage, including to the back parking lot.

- The quote was distributed with the Director's Report. There may also be some electrical work that needs to be completed, and there is a \$20/mo maintenance fee. Installation would be covered under the Town's contract with Novus. Is this something the Board would like to consider funding?

### Building

- The Library had a storm-related power surge on July 9, which impacted the computer that controls the Library's lighting. All Electric (the company that installed the system) was not able to perform a repair. They were scheduled to come out to diagnose it, but did not show. I reached out directly to the manufacturer who reported that the computer cannot be repaired. I have followed up with them to determine next steps and I am waiting to hear back. In the meantime, the lights must be turned on and off at the circuit breaker, which triggers the emergency lights. This will have a negative impact on the life expectancy of the batteries for the emergency lights, and I will continue to work to resolve the computer issue.
- The bluestone near the cistern at the front door deteriorated and needed to be replaced. Livolsi Hardscaping donated the bluestone and the Town's handyman installed it and performed other repairs to the walkway. The deterioration was the result of improper drainage. Town Administrator Luiz is looking into the condition of the cisterns.

### Finances

- Checks written:
  - 222 – 7/3/21 - \$100, Alessandra Petrino for Emerging Leaders Registration
  - 223 – VOID
  - 224 – 7/14/21 - \$48, Karen Bennett for program supplies
  - 225 – 7/24/21 - \$124.23, Aramark for Starbucks machine
- Deposits:
  - 7/6/21 - \$195 – Stuff a Bear Revenue
  - 7/24/21 - \$305 - \$300 for supplies for Eagle Scout Project, \$5 Stuff a Bear Revenue
- Stripe payment received:
  - 7/19/21 - \$.67

### Programming

- August programs are available [here](#).
- WestonArts kindly offered the Library a tent at the Fine Arts Festival. The Festival was very well attended and the Library offered information on summer reading for all ages, buttons made with the Makerspace's button maker, and some Library swag. Thank you to Susan Richard for stopping by to give me a break. There wasn't anyone to work the tent for Sunday, so the Library only had a presence on Saturday.
- Children's Librarian Petrino is hoping to offer an end of summer reading party on August 20 before her outdoor movie screening (weather permitting). I will be out of town that week and would like to secure a few volunteers to help her with the set up and breakdown. It will be just a few hours in the evening.

- Adult Summer Reading is going well. Thank you to the Friends for sponsoring this program. Most recently, we've had an excellent response to the Tiny Art Show with some incredible entries. Weston is a talented community!

### Operations

- July gate count was 3,005. This is about 47% lower than pre-COVID numbers. Circulations were 5,748. This is about 5% lower than pre-COVID numbers. Part of this rapid recovery is due to the implementation of auto renewals.
- With the completion of the HVAC work, I have discussed services with WWHD and the Town Administrator.
  - Mandatory masking in all Town buildings will continue indefinitely.
  - Conference Rooms A and C will be available to the public starting Aug 2.
  - All adult seating will be returned to the main area of the library.
  - Children's will have specific hours for appointments for families who prefer not to come in with other families at this time. The room will otherwise be open for browsing, but staff reserves the right to ask families to wait to enter the room if it becomes too crowded. This will start August 9 and staff will meet again on August 13 to assess how the change in services is going and tweak them if necessary.
  - Computers will remain socially distanced. Chromebooks will be available if we run out of public computers, but I do not suspect this will be an issue.
  - Starbucks machine will be available again August 2 with instructions to sip, mask, repeat.
- Review of 4<sup>th</sup> Quarter report. Distributed with Director's Report.

### **Departmental Highlights**

#### **Children's And Teens – Alessandra Petrino**

##### **Notable Children's/YA Notable Programs/Collections:**

- June 28<sup>th</sup> was our summer reading kick-off, we had 53 people attend the virtual Stuff-a-Bear and Dewey the Dragon show on Zoom. We plan to use the rest of the bears for our end of summer party in August.
- As of July 27<sup>th</sup>, we have 133 children and teens registered for Summer Library Adventures. Though this is not as high as summer reading registration was pre-pandemic, we have surpassed last year's registrations and will continue allowing registrations through the first two weeks of August for any children that wish to hand in their reading logs for a chance at our raffle prizes.
- We held several special performer/events in August via Zoom including Turtle Dance Music (2 classes), Food Explorers, Cartooning with Rick Stromoski and Beyond the Breed:

Dog DNA with Connecticut Humane Society. All were well attended. We have also posted 2 virtual programs on-demand from Alex Thomas and Friends (1 being a weekly release on Saturdays that will end 8/7).

- We have had great attendance for our outdoor programs including storytimes, crafts, science experiments and life-size games.

### **Upcoming:**

- Our first outdoor movie is planned for 7/30 and we have several families registered. We will be showing Fantastic Mr. Fox to go along with our Tails and Tales Summer theme of books and animals. Attendees will also be able to request a copy of Fantastic Mr. Fox to read.
- In August we have several on-demand and virtual performers including Magic with Scott Jameson, Steve Corning's Extraordinary Variety Show, Turtle Dance Music, Food Explorers and more with the Connecticut Humane Society.
- Our second outdoor movie will be held on August 20<sup>th</sup> and we will show Stuart Little to go along with our Tails and Tales theme. Families will be able to request the book to read.
- Prior to the August outdoor movie, we will be holding 2 sessions of an End-of-the-Summer party (to limit how many people at one time) that will include snacks, crafts, giveaways and a stuff-a-bear.

### **Other:**

- The inaugural Emerging Leaders Virtual Cohort through New England Library Association that I was accepted to will begin meeting in August and run through October.
- We have set the date of September 7<sup>th</sup> to begin moving the materials from the children's room into the community room for the children's room renovation to take place.
- Over this summer we have had an eagle scout Blake Braun working on his Eagle Award. Throughout August he will be working on creating a full War Hammer Army set for our War Hammer club that we intend to bring back once we are able to meet indoors again. He will also lead the first meeting to teach new club members how to play.

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

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

- 7/9 – Meeting with Town Administrator Luiz and Finance Director Darling regarding use and acceptance of ARPA grant
- 7/13 – Meeting with TEAM Weston to work on a One Book, One Town project for next year on the topic of multiculturalism
- 7/15 – Webinar on new features in HOOPLA
- 7/15 – Provided training for Makerspace Coordinator Lomas on EventKeeper in preparation for Fall programs
- 7/29 – Library Department Head meeting to discuss next stage in services