



Weston Public Library Board  
Regular Meeting  
Tuesday, March 1, 2022  
7:30 PM, Public Library Conference Room A  
Via Zoom due to Covid

Agenda

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

**NOTE:** Next Board meeting will be April 5, 2022

Join Zoom Meeting

<https://us06web.zoom.us/j/85668800145?pwd=MUo2ZnNIZFA2T2I1SUgwUldrdk9EUT09>

Meeting ID: 856 6880 0145

Passcode: 06883

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*DRAFT*  
Weston Public Library Board  
Regular Meeting

Tuesday, February 1, 2022  
7:30 PM, Via Zoom

DRAFT Minutes

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

Absent: Thomas Burke, Lori Goertz

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:33 PM

The Director's Report including Departmental Highlights is attached and includes expanded detail related to various items below.

1. **Treasurer's Report:** Treasurer Toczek screen-shared the January, 2022 report. The largest items were donations totaling \$2,776.68, including a PayPal transfer for end year donations totaling \$2,058.68, mostly from the last quarter of 2021. The Library transmitted the quarterly E/Stripe payment of \$152.17 to the Town, while receiving \$133.33 of E/Stripe revenue in January. Interest was minimal. Treasurer Toczek has explored a variety of investment opportunities for the Endowment funds. As a municipal library, we have been told in the past that the Endowment funds may only be invested in the same shorter term instruments allowed to be used by the Town for investing the money in its General Fund. He will explore additional options.

Member Ross made a motion to accept the Treasurer's Report for January, 2022. Second by Member Groves. Motion carried unanimously.

1. **Budget:** Director Tatarka gave the Board an update on the budget process. Meetings were held with the First Selectwoman, Town Administrator and Head of Finance on 1/6 and 1/11. Minor changes were made and additional information was requested related to the two staffing options. That information was transmitted to Town Hall on 1/18 and was sent to the Board with the Director's Report. The Director and the Board feel strongly that Option 1, including a new full-time paraprofessional is the best way to deal with the critical staffing shortage at the Library. Even with the addition of a full-time staff member, the WPL will still be understaffed compared to surrounding and comparable libraries. The BOS reviews the First Selectwoman's budget on 2/15 at 7:30 PM. It could possibly go into a second evening of discussions. Director Tatarka will be prepared to make the Library's case and answer any questions.

2. **Minutes:**

Member Ross made a motion to approve the minutes for the Regular Meeting November 3, 2021 as amended. Second by Member Groves. Motion carried unanimously with Member Jansen abstaining as she was absent.

Member Ross made a motion to approve the minutes for the Regular Meeting December 7, 2021 as amended. Second by Member Toczek. Motion carried unanimously with Member Jansen abstaining as she was absent.

Member Jansen made a motion to approve the minutes for the Regular Meeting January 4, 2022 as amended. Second by Member Groves. Motion carried unanimously with Member Ross abstaining as he was absent.

Member Hunt made a motion to approve the minutes for the Special Budget Committee Meeting November 16, 2021 as amended. Second by Member Toczek. Motion carried unanimously with those in attendance and present at the meeting voting.

Member Hunt made a motion to approve the minutes for the Special Budget Committee Meeting December 6, 2021 as amended. Second by Member Murphy. Motion carried unanimously with those in attendance and present at the meeting voting.

Member Hunt made a motion to approve the minutes for the Special Budget Committee Meeting January 10, 2022 as amended. Second by Member Sanborn. Motion carried unanimously with those in attendance and present at the meeting voting.

3. **Director's Report:** Director Tatarka reported on the Strategic Planning process. She attended a PLA Strategic Planning webinar on 1/20 and will order the book written by the presenter to assist with the planning process. We are still in the planning to plan stage. Member Goertz is exploring options to potentially hire a consultant to assist us with this process. What we can ask of the community in a needs assessment survey will be dependent, in part, on the budget outcome with respect to staffing levels and program funding.

Various policies were discussed. The Circulation Policy, discussed at the January meeting, was amended to include caregivers as an option as to who must be present for a child 12 and under to be present when registering for a Library card.

Member Sanborn made a motion to approve the Circulation Policy as amended. Second by Member Murphy. Motion carried unanimously.

A revised draft of the Code of Conduct Policy was reviewed by the Board. It will also be amended to include caregivers as able to give written consent to be included in the section on third party recordings, including photography. This policy is being reviewed by the Town's attorney. There is also a sample photo/video release that is being reviewed.

The Board reviewed the memo received from John Conte, Director of Public Works, dated January 26, 2022 related to the drainage issues at the Library. The letter had been circulated to the Board in advance of the meeting. The Building Committee will arrange a meeting with Town Administrator Luiz and DPW Director Conte to continue this discussion and develop a plan going forward. [The memo from John Conte is included at the end of these minutes.](#)

Director Tatarka reviewed operations at the Library for the month of January. Services were reduced in January due to the Omicron virus variant. January gate count was 1,851; print circulations were 4,200, which is back to the pre-pandemic levels. This did include auto-renewals. ASL Mastroianni will attempt to determine the impact of this relatively new program.

Director Tatarka reviewed the 2<sup>nd</sup> Quarter Report with the Board. Highlights include: Adult circulations are up considerably (includes auto-renewals); the increase in Children's circulations are off the charts. eBook circulation has more than doubled. Use of Downloadable periodicals continues to grow. The staff continues to develop the collections for both physical and online formats. Director Tatarka and the staff are continuously looking at the dedication of budget resources across all "materials" available to patrons to make sure it is being deployed in the most effective, efficient, and cost-effective manner.

The Board again discussed the concept of a Poet Laureate for Weston and its interest in being involved. Member Groves graciously indicated she would be willing to explore this opportunity and share her research with the Board in the future.

4. **Committee Reports:** Policies discussed in the Director's Report.

5. **Old Business:** None

6. **New Business:** None.

**Friends:** Susan Richard reported for the Friends. Riva Blumenfeld was back on January 20<sup>th</sup> with an excellent Virtual Art Tour of Crystal Bridges in Bentonville, Arkansas. Program attendance was @ 28. Virtual Artscapades returned on January 25<sup>th</sup> with a program [on](#) the Art of Post Revolution Mexico: From the Muralists to Frida—a period when artists set aside the constraints of colonialism and dictatorship, and began to tell the story of the Mexican people. It was extremely well-received, again with @ 28 attendees.

Upcoming programs include: Riva Blumenfeld Virtual Art and Gallery Tour exploring the works of Jacob Lawrence, and Virtual Artscapades on Feb. 22<sup>nd</sup>. Cuban Art Uncovered: From Havana to the World.

The New Yorker group continues to meet via Zoom. The Short Story Hour, the Photography group, and the book groups continue to meet successfully.

The Friends are meeting next week and will be discussing fund raising opportunities including mini golf at the Library and a shredding day.

## 7. **Adjournment:**

Member Ross made a motion to adjourn at 9:44 PM. Second by Member Toczek. Motion carried unanimously.

Next Board meeting is Tuesday, March 1, at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn  
Secretary

Weston Public Library  
Director's Report  
February 1, 2022

## General Updates

- Children's Room and Related Projects eligible for State Library Construction Grant
  - I reviewed the final invoice for Creative Library Concepts and submitted it for payment. Once this invoice is paid, I will be able to complete the paperwork for the CT State Library Construction Grant reimbursement. I am currently working on the paperwork that will accompany the copies of paid invoices.
  - I will follow up on the status of the CHRO paperwork with Town Administrator Luiz.
  - Children's Signage – the acrylic signs ordered from Demco have arrived. The end of range signs should arrive shortly. We received the samples of the 3D signs and Children's and Teen Librarian Petrino and I met virtually with the signage company on Jan. 13. They will be sending some mock-up letters. If we are happy with the letters, we will place the order for the 3D signs.
- I have ordered all approved ARPA grant funded items and I have begun working on the paperwork for the State Library to demonstrate how the funds were used.

## Staff

- I reviewed current COVID restrictions with the Town and Health District on January 25. During January, I sent weekly anonymous surveys to staff to gauge comfort levels with existing operations and proposed reductions in restrictions. While not unanimous, the majority of staff were comfortable with allowing increased public access to the facility. I also asked staff with program responsibilities to put together a plan for in person programs they would be comfortable providing. I provided a plan to the Town and Health District for returning seating to 50% and starting limited in-person programs in mid-February. This was agreed to, and we will move forward with increased seating capacity on Feb. 1 and programming mid-February. I have notified groups with room reservations and reached out to the tutors whose email addresses I have on file.
- At the direction of the Health Department, staff continue to follow current CDC guidelines for what measures to take in the event of illness or exposure. I consult with Town Hall on a case by case basis to insure that there has been no changes to the guidance.

- Staff who have been waiting for computer upgrades received upgrades in January. We are still working out some issues with remote file access, software access, and printer access, but these computers have greatly help staff work more efficiently.

#### Budget

- The First Selectmen, Town Administrator, and Head of Finance reviewed the Library's budget on 1/6 and requested several minor changes. I made the requested changes and resubmitted the budget for review at the 1/11 meeting. At the second meeting, there was a greater discussion of the 2 proposed staffing solutions. At this time, neither option has been discounted. I was asked to produce a one page document detailing the challenges/benefits of each staffing scenario. I created that document, shared it with the Library Budget Committee, and submitted it to the Town on 1/18. I have attached it to the email with the Director's Report for your review. I do not yet have an indication of how the Budget will move forward, but I will be prepared to discuss the staffing request at the upcoming budget meetings.

#### Policies

- Circulation Policy
  - As requested, I have attached a copy of the Circulation Policy discussed last month with changes accepted for the Board's review. Adult Services Librarian Mastroianni and I have been putting the protocols in place to support the changes in the policy. This includes mailing cards for those who register virtually, developing a protocol for mailing library card confirmation letters to those who register without an email address, and developing a procedure for non-resident cards. I would like to request that the Library Board approve the policy as presented if there are no further changes.
- Filming/Photography in the Library
  - Town Administrator Luiz sent the proposed changes to the Code of Conduct in relation to Filming/Photography to the Town Attorney for review. He made several edits. I have attached the revised Code to the email with the Director's Report. The Town Attorney also provided a filming/photo release that we will implement. I would like to request that the Library Board approve the policy as presented if there are no further changes.

#### Strategic Planning

- There was a light response to the poll I sent out to schedule a Strategic Planning Committee meeting for January. We are still in the planning to plan phase. I attended PLA's Strategic Planning webinar on 1/20 and will order the book as I think it will be helpful for the planning process. The Committee already had many of the tools mentioned under consideration. If the recording is made available publicly, I will share it with the Committee. In the meantime, is there a time frame the Committee would like to set for reconvening? As I work to complete outstanding grant paperwork, I will have additional time to devote to planning.

#### Building

- DPW spent a significant amount of time digging out and testing all of the existing dry wells around the Library. The crew updated me regularly on the progress and their findings. They now all appear to be working and I will continue to monitor the basement for flooding. DPW Head, John Conte, provided a brief report on the work completed. I have attached it to the email with the Director's Report for your review and also to ensure that the current work is documented in the Library's history for future reference.
- I will send a poll out for a Buildings and Grounds Committee to meet in February to discuss any updates on planting and the bike rack.
- Electrical work discussed last month in the Children's Room, patio, and in relation to the lighting computer has been completed. We are still waiting for a solution to the clock above the Information Desk.

#### Collections

- Adult Services Librarian Mastroianni continues to develop new ways to market the Library's adult collections. For additional details, please see the Adult Services Department report below.
- The newly rebranded Library of Things will be available in February. Makerspace Coordinator Lomas has worked on a creative way to market the collection without having to devote a significant amount of physical space to it in a public area.
- We continue to add titles to the Weston's Own collection. Adult Services Librarian Mastroianni has coordinated additional research on Weston authors whose titles are in the circulating collection (we also maintain a non-circulating collection of older titles in the office).
- We will be developing a Local History collection that highlights the history of Weston from pre-colonial times to today to encourage awareness about Weston's past.

#### Operations

- Gate counts:
  - 1,851 for January
- Print circulations:
  - 4,200 for January. This brings us back to pre-pandemic levels of print circulations.
- The Library had a delayed opening on 1/7 due to ice. The Library closed on 1/29 due to the nor'easter. The Library was closed to the public on 1/31 due to a lack of running water. Staff remained in the building to fill hold requests.
- Review of 2<sup>nd</sup> Q report draft

#### Finances

##### January Transactions – Director's Fund

Check Number	Date	Amount (programs)	Amount (other)	Deposit	Payable To	Details
	01/03/22			\$2,058.68		PayPal Transfer
237	01/04/22		\$100.00		ACLB	Dues
238	01/05/22		\$152.17		Town of Weston	Quarterly Stripe Transfer

#### Deposits

- \$178 to Treasurer Toczek for deposit. \$128 in book sale revenue; \$50 donation from Bill and Jennifer Barron.

#### Programs

- For February programs, please visit <http://www.eventkeeper.com/mars/xpages/W/WESTON/ekmonth.cfm>.
- I have not yet followed up on the Poet Laureate idea. Before I invest time in this, I would like to gauge the Board's interest in supporting this type of endeavor. This is also a project that could be pursued by Weston's Adult Services Librarian.

- The Friends' sponsored program on Legacy Letter writing with Jay Sherwin went well. We had 13 attend and feedback was positive.
- The Doodle program with Debby Reelitz sponsored by the Friends was also successful with 27 in attendance. I received many emails from patrons thanking the Friends for this program.
- The Classics Discussion group with Sharon Sobel was also well attended. The group has selected Wilkie's *The Moonstone* for March.

## Departmental Reports

### Children's/YA - Alessandra Petrino

- Karen and I have been working on getting samples for the signage for the children's room. The acrylic sign holders are now set up and we are awaiting the end of range signs and oomph letters. Karen and I had a meeting with Takeform on 1/13 to go over colors and sizes. We will be getting samples for the oomph letters to make a decision.

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

- As our switch to having no in-person programs came at the end of December, we were unable to move many of our programs to a virtual format. However, we were able to conduct several of our clubs virtually as well as our normal virtual food programs and book chats.
- We have added several more S.H.E.L.F. packs (Super Helpful Early Learning Fun Backpacks) to the collection and will continue adding more as time allows.

### Upcoming:

- We are planning take-and-make crafts and virtual programs for the first two weeks of February and then hopefully going to transition back to in-person programs in Mid-February. With this being the case, we have decided to do another week-long celebration for Take Your Child to the Library Day (February 5) as we cannot do any in-person programs. It will run February 5-12 and include take-and-make crafts, virtual programs, and daily contests.
- Karen, Anne and I have started discussing a new initiative to go along with the All CT Reads (statewide reading program) for Weston. We will continue working on this in hopes to make an announcement in late February. This Weston-wide initiative would be separate from All CT Reads and allow the community to unite through the love of reading.
- In February, I will be joining a youth services initiative called "Set the Stage" of which I was accepted into in January. It will be monthly meetings and discussions surrounding services to children ages 0-5.
- I have been asked to assist several middle school students with the initial planning of a school project on Escape Rooms and will be meeting with them 2-3 times in February and March as a resource for their questions.

### Professional Development:

- Attended the CLA Children's Section Meeting on 1/12
  - Discussed current guidelines in libraries across the state regarding programming and meeting spaces.
- Attended the CLC Children's Roundtable on 1/18

- Discussion focused on the summer reading program and CT's transition from CSLP to iREAD
- Discussed possible program ideas for children for the CSLP theme of Oceanography, as well as for the iREAD theme of Read Beyond the Beaten Path
- Attended the CLA Executive Board meeting on 1/20 as Grants and Fundraising Chairperson and CLA Conference Exhibits Chair representative
- Hosted the CLC YA Roundtable on 1/21
  - Discussion focused on Niche Programs (ie. Dungeons and Dragons, Anime Clubs, Warhammer Clubs, and Pokemon)
- Attended the NELA Executive Board meeting on 1/28 as Conference 2022-2023 Co-Chair.

### **Adult Services – Anne Mastroianni**



The Winter Reading Challenge has been well received by patrons, several have mentioned that they enjoy being prompted to read outside of their comfort zone. Displays showcasing titles from the different categories of the challenge have helped to drive patron participation.

The Evergreen system was upgraded on January 9 to a new version. Staff have adjusted well to the new look and small changes to the catalog. There were no changes to the patron view.

#### **Meetings and Webinars attended:**

January 12, 2022. Meeting with Judy from Booksite. The representative went over some of the different functions available with the system. The library hopes to add an email program highlighting new books and reading related content.

January 13, 2022. All CT Reads kickoff meeting and author talks. All CT Reads is a year-long initiative to promote lifelong reading, learning, and connection. The committee chose books for three different age groups and has encouraged communities to build programming around the titles.

January 14, 2022. Bibliomation Circulation Meeting. Twice yearly meeting to hear from the team at Bibliomation about new staff and updates to the Evergreen system, and for them to get feedback from member libraries.

January 19, 2022. CLA ADA Committee Winter Program- Free Services from the State for Patrons. Presentations by staff from the State Education Resource Center (SERC) and the Library for the Blind and Physically Handicapped (LBPH.)



- SERC provides materials and support for educators, parents and professionals working with children to help Connecticut students of all abilities succeed.
- LBPH provides physical and digital Braille books and audiobooks, free through the mail or by download, to residents.

### **Technical Services – Karen Bennett**

- Because of driver shortages due to COVID I did not get deliveries from the state for over 2 weeks. The system is back on track and have only missed deliveries due to inclement weather. I had to cancel some requests and send back ones that came in for Alessandra's Story Times as they could not meet in person.
- I continue to be a part of the Bibliomation ILS Steering Committee. We have finished testing the latest upgrade to Evergreen that was just released. We will begin testing the new upgrade which should be released next Fall or Winter.
- I am also continuing on the Beta Testing for the Acorn Mobile App. This month there was problems with users in Dark Mode. This will be an ongoing task as new issues arise.
- I have finished relabelling the Newbery and Caldecott collections in the Children's Room. I should be able to complete the Nutmeg Collection next week.
- I have set up a new page on the website for the Library of Things collection. It will be live once it is completed.

### **Administrative - Karen Tatarka**

#### **Professional Meetings/Outreach Not Detailed Above:**

- January 10 – Budget Committee Meeting
- January 12 – FLAG Meeting. FLAG discussed the annual survey, which the Executive Director from Ridgefield and I distributed and compiled. State Librarian, Deborah Schander, was the guest speaker. She reviewed initiatives underway at the State Library and took questions and concerns from FLAG members.
- January 13 – Attended CLC virtual meet and greet for new CLC Director Ellen Paul.
- January 18 – Met with Friends member Pesco to move shredding day event forward.
- January 18 – Attended ACLPD Digital Inclusion Taskforce virtual meeting. This meeting represented the launch of the efforts to position libraries at the forefront of the digital inclusion movement in CT. It is expected that there will be Federal funds forthcoming to help with this initiative.
- January 20 – Bibliomation Board Meeting. The Board reviewed the most recent Evergreen upgrade and approved actions to address some issues with barcodes. Bibliomation is also working with the Evergreen community to address periodic downtimes. We had hoped these would be resolved with the upgrade, but they have not. Bibliomation will also begin a new strategic planning effort.
- January 25 – Meeting with Children's Librarian Petrino and Adult Services Librarian Mastroianni to move forward All Weston Reads program. This program is being funded by the Friends.
- January 26 – Library Department Heads meeting.

#### **Professional Development:**

- January 20 – PLA webinar on Strategic Planning

TOWN of WESTON, CONNECTICUT



Incorporated 1787  
Department of Public Works

January 26, 2022

Memo:

To: Jonathan Luiz, Town Administrator  
Karen Tatarka, Library Director

From: John Conte P.E., Director of Public Works

Re: Library Drainage

Jonathan:

The library has been experiencing drainage problems with the existing roof drainage system resulting in water seeping through the foundation. We did a survey of the existing system to determine where the system was experiencing failure.

The existing system consists of a rain barrel type of design. There are 6 structures in front of the building, 2 structures on the north side, one on the south side, and seven on the back side of the building. The front and side structures are piped together and are discharged to a manhole in front of the building which discharges to the main drainage system for the town hall. The back structures are piped together and discharge to a catch basin located at the north east corner of the building. That catch basin is connected to the main drainage system for the town hall. Each rain barrel is 3 feet in diameter and about 40 inches in depth filled with 1 1/4 inch crush stone connected to a discharge pipe.

When we first inspected the barrels we found most of them had been covered over with mulch. Over the years the mulch filtered down through the stone clogging the stone voids preventing water from seeping down through the stone to the discharged pipe. With each barrel we removed the dirty stone made sure the discharge pipes were clear by running water through the pipes and witnessing the pipes discharge to the front manhole. Clean 1 1/4 inch crush stone was placed within the rain barrels. All barrels are functioning at this time.

56 Norfield Road, P.O. Box 1007, Weston, CT 06883 Tel. (203) 222-2662 FAX (203) 222-8871

RE: [redacted]

This type of rain barrel drainage system is normally not used for a roof area of this size. The size of the barrels will not completely handle the amount of flow from the roof. Even increasing barrel size to accommodate total flows would not fit within the barrel locations. Also the discharge pipe from all the barrels is only 4 inches in diameter, not adequate to handle total flows. It should be noted any landscape contractor working at the library is not to fill over the rain barrels. The department of public works did not add to or removed any portion of the drainage system.

RE: [redacted]

John Conte P.E.

CT 06883  
[redacted]

WPL Special Building Committee Meeting  
Friday, February 11, 2022  
11:00 AM via Zoom

Draft Minutes

Present: Amy Sanborn, Anne Hunt, Sharon Murphy (signed off early), Karen Tatarka  
Jonathan Luiz, Town Administrator; John Conte, Director of Public Works

Absent: Thomas Burke

The meeting was called to order at 11:01 AM.

At its Regular Library Board meeting on February 1, 2022, the Library Board discussed a memo sent to Jonathan Luiz and, Town Administrator and Karen Tatarka, Library Director by John Conte, Director of DPW, on January 26, 2022 related to drainage issues at the Library. The WPL Buildings & Grounds Committee met with Jonathan Luiz and John Conte on February 11<sup>th</sup> to discuss the drainage issues at the Library. The memo below was sent subsequently as a recap of the meeting:

To: Jonathan Luiz, Town Administrator  
John Conte P.E., Director of Public Works

From: Anne Hunt, Library Board Chairman  
Amy Sanborn, Library Board Secretary  
Karen Tatarka, Library Director

February 15, 2022

Subject: Recap of Special Meeting of the Library Board Buildings & Grounds Committee  
Friday, February 11, 2022, 11 AM to discuss drainage at the Library and next steps

Attendees:

Library: Anne Hunt, Amy Sanborn, Karen Tatarka  
Town: Jonathan Luiz, John Conte

John Conte began the meeting with a review of his memo to Jonathan Luiz and Karen Tatarka dated January 26, 2022. This memo delineated the work that has been done to assess the issues related to the existing roof drainage system in place at the Library and the water seeping through the foundation.

Issues discovered:

- Most rain barrels had been covered with mulch, clogging the stone voids preventing water from reaching the discharge pipes;
- The type of rain barrel drainage system is not normally used for a roof of this size;
- The size of the barrels will not completely handle the amount of flow from the roof;
- The discharge pipes from all the barrels is only 4" in diameter and is not adequate to handle the total flows from the roof;
- For some rain barrels, they were unable to find the discharge pipe, but they are draining;
- There is an old sump pump in the basement that appears to have been disconnected. No one knows if it might be able to work, and where it would discharge;
- Some of the rain barrels' discharge may be tied into the foundation drainage wall;
- A couple of the rain barrels appear to have been cut into—by the dead Japanese maple and near the gas line in the front;
- While the system can handle smaller rain events, it is inadequate for larger storms. It would be cost prohibitive to redo the whole drainage system around the Library, or even to redo the areas where the rain barrels may be tied into the foundation drainage. This would be too much water for the existing

Town Hall system to handle and would require a new drainage system to be installed between the Library and Norfield Road.

Actions taken to date:

- The rain barrels have been cleaned out, discharge pipes were checked to be clear, clean 1 ¼" crushed stone was placed within the rain barrels. All are functioning at this time.
- Stand pipes were added to some of the rain barrels to increase their efficiency.
- Jonathan Luiz is working to find a basement waterproofing company to seal the crack in the foundation where water is still seeping in.
- DPW regraded around the foundation wall to make sure the water is running away from the foundation; area with settling, likely due to the removal of the underground oil tank, was filled in.

Next steps (responsibility):

- Fix the crack in the foundation (JL)
- Assess sump pump (DPW)
- Remove Japanese maple and fix rain barrel (DPW)
- Add additional rain barrel near the gas line; this would not overtax the current Town Hall drainage system. (DPW)
- With next rain storm(s), assess drainage situation and impact of actions taken to date; determine if any other rain barrels need stand pipes (KT and JC)
- Any landscaping plan for the Library will be run by JC before it is implemented to make sure it will not have a negative impact on the drainage (Library Buildings & Grounds Committee, Beautification, KT with JC)
- Other than fixing the crack in the foundation, all work can be done in-house by DPW, plus the cost of materials.

The January 26, 2022 memo from John Conte is included with the Regular Library Board minutes for its meeting on February 1, 2022.

Respectfully submitted,

Amy Sanborn  
Secretary, WPL Board of Trustees