

Weston Public Library Board
Regular Meeting

Tuesday January 7, 2020
7:45 PM, Public Library Conference Room

Minutes

Attendance: Thomas Burke, Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Rick Ross, Amy Sanborn, Cyprian Toczek, Karen Tatarka
Lynne Langlois, Trustee Emerita

Guests:

Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:46 PM. Introduction of new and continuing Board members. There will be a meeting scheduled with the new Board members to bring them up to speed on the various items under consideration by the Board.

1. **Space Planning:** Member Sanborn gave a brief history of the Offutt project for the benefit of the new Board Members. She then gave the Board an update on the current status of the project discussing the cost estimates received from Frank Vanzler (original and revised). The Offutt Center Committee will be meeting on Thursday, January 16th to review the estimates and the status of the project. In January 2019, the Library Board had agreed to pay up to \$5,000 for the cost estimates. The cost was \$4,500. A check to cover the cost will be delivered to Town Hall.
2. **Treasurer's Report:** Interim Treasurer Toczek distributed a basic Funds Activity Report for December, 2019 which was reviewed by the Board.

Member Ross made a motion to accept the December, 2019 Funds Activity Report. Second by Member Jansen. Motion carried unanimously.

3. **Director's Report:** Director Tatarka reported that the State Bond Commission released the State Library matching grant related to the Children's Room remodel. She explained the process of updating the cost estimates for items included in the grant application for the Children's Room and the Town projects. The Town will need to enter into a contract with the State Library. The biggest change will likely be related to the increase in the cost of shelving with inflation and tariffs. Director Tatarka will have a better sense related to revised costs for the February meeting.

Director Tatarka reviewed the status of the Strategic Plan update, the work she has done and is discussing with the Strategic Planning Committee. She hopes there will be a draft for the Board to review in February.

The Board discussed the Library operating budget for FY 2020-2021. Director Tatarka reported on the budget meeting with Town officials and the WPL Budget Committee on Monday, January 6th. She explained the various topics of discussion and the questions that were asked. She will be collecting some additional data to be submitted in advance of a follow up meeting next Monday, January 13th. The Board again discussed the approach to this budget. Again, key areas of concern related to understaffing and how the materials budget is well behind where it should be to satisfy our patrons' needs. It was the sense of the meeting that the Departmental Budget request should not be reduced by Director Tatarka should such a request be made by the Town given the data and information provided supporting the FY 2020-2021 operating budget request.

The Library Board is hosting a classical music concert with Francesco Barone on Sunday, February 9th at 3 PM. Member Groves has volunteered to organize refreshments for the event and Member Toczek volunteered to do the set up and break down to avoid having to pay someone to do it.

Director Tatarka reviewed the various options to implement a pay-as-you-go for copying and printing to replace the honor system. The Board discussed the pros and cons of a pay as you go system. It was the sense of the meeting that

the Board did not support using the Endowment funds to support the purchase of this equipment. Director Tatarka will speak to Town Administrator Luiz and share the Board's conversation.

Director Tatarka reported on the December statistics. December gate count was 4,548, a 10.8% decrease of over last year, but still our second busiest December on record. Circulations were 3,688. This is a 4% decrease from last year, but the second highest December circulation count on record. DeliverIT had its new driver in place for most of December resulting in the return to more expected circulation statistics; however, circulations YTD are down due to the issues with this service.

Director Tatarka reported that Mike Rizzo, Assistant Superintendent, Pupil Personnel Services at the Weston Public Schools, was appreciative of the Board's recommendation related to the tutoring "solution" discussed at the last Board meeting and that it was working.

The Board discussed the status of the current Library sign by the driveway on Norfield and the redundancy with the new Town signage that is going to be installed. Member Sanborn is going to email former Board Member, Lois Miller, who had arranged for the purchase of the previous sign to see what she recalls. She will look back at old minutes, if necessary. The Board agreed the sign could be taken down and stored while we determine if it can be refurbished to be hung somewhere within the Library.

Regarding Policies, Director Tatarka discussed the pros and cons and industry standards related to implementing an automatic materials renewal policy for patrons. She will work on language and place the item for discussion on a Board meeting agenda closer to the time when the Library's ILS system migrates to a web-based platform that would allow this. (anticipated to be in the spring of 2020)

Director Tatarka gave an update on the process to fill the part time Library Technology Assistant position which is now vacant since Ms. Phillips resigned to find full time work in California. She discussed LTA Phillips amazing contribution and the impact of the vacancy on Library programming and operations. She indicated that there are currently three applications and mentioned that the application pool is relatively small and is associated with high turnover

The Director's Report, Departmental reports are attached.

4. **Minutes:**

Member Jansen made a motion to approve the Minutes for the Regular Board Meeting of November 4, 2019. Second by Member Toczek. Motion carried unanimously with abstentions by Members Ross, Murphy, Goertz and Burke.

Member Jansen made a motion to approve the Minutes for the Regular Board Meeting of December 3, 2019. Second by Member Toczek. Motion carried unanimously with abstentions by Members Groves and Burke.

5. **Old Business:**

The Board reviewed various revised options for the Vitale plaque. The Board discussed the options and made a recommendation. The sense of the meeting was to ask the vendor, Franklin Bronze, to revise the design one last time using the Arial font. The Board gave authority to Members Hunt and Sanborn along with Director Tatarka and Friends Representative Richard to make the final decision and place the order.

Member Sanborn distributed copies of the "Vitale memo" from 2014-2015 to the new Board members. There was a brief discussion. The Memo needs to be updated to delineate the Board's generosity in utilizing its Endowment funds since the memo was originally written.

Chairman Hunt distributed a sign-up sheet for Members to express interest in Board Committee assignments.

The Board discussed regular meeting dates and revised start time to 7:30 PM for the 2020 WPL Board.

Member Murphy made a motion to approve the Regular Board Meeting Dates schedule as agreed and to move the meetings' start time to 7:30 PM. Second by Member Goertz. Motion carried unanimously.

The Board discussed making a contribution to Lachat in honor of former Treasurer Peter Shih.

Member Groves made a motion to make a contribution in honor of former Library Board Treasurer, Peter Shih, to the Friends of Lachat Town Farm in the amount of \$250. Second by Member Ross. Motion carried unanimously.

The Board discussed procuring a gift to recognize the service of recently retired, long-serving Board member and Treasurer Toner. Member Jansen will take care of this. Additionally, the Board decided to sponsor a gathering on Saturday afternoon, February 29th, time TBD. (Speak Up is scheduled for February 8th with a snow date of February 22nd.)

Member Sanborn made a motion to approve up to \$200 for a gift for recently retired and long-serving board member and Treasurer, Denis Toner. Second by Member Hunt. Motion carried unanimously.

Daffodil Days will be 2-3 days this year during the week of April 13-20th. The Committee will be comprised of Members Groves and Ross. There will be more to discuss at the February meeting.

Member Toczek gave an update on the car show. He will be speaking to the Friends tomorrow night.

Election of Officers for 2020:

Member Hunt made a motion to elect Cyprian Toczek as Treasurer. Second by Member Ross. Motion carried unanimously.

Member Sanborn made a motion to elect Anne Hunt as Chairman. Second by Member Ross. Motion carried unanimously.

Member Sanborn made a motion to elect Amy Jansen as Vice Chairman. Second by Member Groves. Motion carried unanimously.

Member Hunt made a motion to elect Amy Sanborn as Secretary. Second by Member Ross. Motion carried unanimously.

The Board discussed the Town's Directors and Officers insurance policy. The document will be distributed to the Board.

6. **Friends:** Susan Richard reported that the Friends did not meet in December. She reported on upcoming Friends programs: Trivia Night is Thursday, January 16th; A New Year, a New You What's your 2020 Vision with Jennifer Bernheim is Thursday, January 30th; Sip and Paint is Thursday, February 27th; Readers and Writers Workshop is Sunday, March 1st. The New Yorker group and book groups are going well. The Photography Club is also going well and is planning an exhibit for late January. A reception is scheduled for Saturday, January 25th from 1-3 PM. There will be an exhibit of high school students' photography this summer. The Friends are working on a program with Kimberly Wilson, a one woman show where she sings and speaks. They are also looking at programs for women's history month and suffrage together with the LWV.
7. **New Business:** Member Burke inquired what the Library was doing related to the 2020 Census. Director Tatarka explained that the Library had hosted a program, will advertise census-related information in the WPL e-newsletter and will have a designated computer terminal available for patrons.
8. **Adjournment:** Member Ross made a motion to adjourn at 10:24 PM. Second by Member Jansen. Motion carried unanimously.

Next Board meeting is Tuesday, February 4th at **7:30 PM. (Note change in start time).**

Respectfully submitted,

Amy Sanborn
Secretary

Approved February 4, 2020

Weston Public Library
Director's Report
January 7, 2020

Space Planning

- Children's Room –The Bond Commission met on Dec. 18 and released the funding for the Children's Room remodeling, 1980's window replacements, and several smaller projects. Reps. Hughes, Haskell and Senator Hwang have been in touch. Rep. Hughes stopped by the Library for a photo and to promote the project. Local media has provided coverage. I have been in touch with Creative Library Concepts and expect a revised proposal in early January. Town Administrator Luiz and I have also met with a remediation company, electrician and windows company to get new pricing for those projects. Ventilation fans will be installed by our HVAC contractor and we do not expect much variation on the original price quoted. I am also working with SHPO to insure we do not need their review of the project as all of the work is interior. This review is a new requirement for grants.
- The Offutt Center Committee met on December 19 with the architect, Hanna Przada, and the estimator (by phone) to review the preliminary cost estimate created from the conceptual plans. Based on input from the Committee and additional identified needs, the cost estimator provided a revised estimate. The trustee of the Foundation will meet with the Town in January to discuss next steps. In the interim, I have been working with the architect to review equipment lists.

Strategic Planning

- As discussed at the last Board meeting, I provided a draft of an interim strategic plan based on the existing plan for review by the Strategic Planning Committee on Dec. 27. The Committee plans to meet prior to the Board meeting on 1/7 to review the draft. I do hope that we can have a new interim plan in place by February.

Finances

- I submitted the FY20/21 Library Budget proposal on Dec. 23 based on feedback from the December Board meeting and the subsequent meeting with the Budget Committee on Dec. 12. We ended up at a 19.94% increase. This includes 2 year-round new PT positions, additional programming funds, and additional material funds to bring the Library up to \$10/per capita in this line. The first meeting to review the budget with Town officials is Jan. 6 and I will have news to share at the Board meeting.
- I will have a 2nd Quarter financial update for the Board to review at the February meeting.

Building

- One of the pumps for the boiler failed on Dec. 31. TriCity was unable to send someone to repair it until January 2. Unfortunately, this pump services the main library area, which made for a chilly building to start the new year. TriCity was unable to implement a successful repair. These pumps were not replaced when the boiler was replaced several years ago and the parts that are breaking are doing so from wear and tear. TriCity hopes to have the new pump installed on Monday 1/6.
- Shamrock, the company who provides cleaning services to the Town Hall Complex, put a new cleaning person in place as of Dec. 14. We are working with him and Shamrock to insure cleaning expectations are met.

Library Programming

- Full list of January events is available [here](#). The Library and the Friends of the Library are holding another Trivia Night in January as a Library After Dark program.
- Children's Librarian Petrino is picking up some additional Makerspace programs in January to fill the gap left by the loss of Library Technology Assistant Phillips (see below).
- Please see Children's Librarian's Petrino's report below regarding programming, and especially the Noon Year's Eve Party. If you are on social media, there are fantastic photos of the event and a video of the balloon drop on Facebook. It was fantastic and children and adults came out raving about the program.
- The genealogy program on Dec. 5 funded by the Friends of the Library had over 40 in attendance.
- I have begun marketing the Boards' Feb. 9 classical guitar concert with Francesco Barone. We already have registrations. Would anyone from the Board like to volunteer to coordinate light refreshments?

- The Library served as the Fairfield County host location for the State Library's eGo presentation on Dec. 11. eGo is the State Library's new unified platform for digital content such as eBooks and eAudiobooks. We will be launching this service for patrons soon. Please see LTA Bennett's report below.

Operations

- I will have the 2Q report ready for Board review at the February meeting
- The Library's website was changed to an https:// in December. We hope that this will resolve the pop-up notes patrons have been receiving flagging the Library's site as unsafe.
- The Library closed early on 12/2 and had delayed openings on 12/3, 12/11, and 12/17. These decisions are made by Town Hall. The Library did open earlier than the time designated by Town Hall as patrons were waiting. Facebook, the website, and phone recording are all updated when there is an unexpected change to the schedule.
- Part of the Children's Room renovation was to include a tablet for searching the catalog so that this service could be provided without taking up valuable floor space. With the Children's Room remodeling delayed so long, this project was implemented in December. The tablet is now in the Children's Room on a wall mount and is fully operational for searching the Children's version of the catalog.
- I submitted the annual Fairfield County Administrators Group (FLAG) report on Dec. 14.
- December gate count was 4,548, a 10.8% decrease of over last year, but still our second busiest December on record. Circulations were 3,688. This is a 4% decrease from last year, but the second highest December circulation count on record. DeliverIT had its new driver in place for most of December resulting in the return to more expected circulation statistics; however, circulations YTD are down due to the issues with this service.
- The Library and Town are ready to move forward with a pay-as-you-go system for printing and photocopying. I have reviewed with Town Administrator Luiz options from 3 vendors representing a range of price points. All vendors have an array of options within their offerings and some can be combined with each other. Town Administrator Luiz would like to see if the Board is willing to share the expense to launch this new service. The Library has already budgeted for the ongoing licensing expense. I will share with the Board several options at the meeting with pros and cons. The investment by the Board could be up to \$5,000 if it chooses to support the initiative.
- Request an update from the Library Board about the disposition of the Library sign on Norfield Rd.
- I have been in touch with Franklin Bronze to make the changes to the mock-up of the Vitale sign. I have shared the new mock-up with Chairman Hunt and Secretary Sanborn.

Policies

- In the Spring, the Library's Integrated Library System (ILS) will be migrating to a web-based platform. At this time, the Library will have the ability to implement automatic renewals. This would allow patrons to have their items renewed automatically for as many times as the item is eligible for a renewal (e.g. new books have 1 renewal, older books have 2 renewals, new movies have no renewals, older movies have 1 renewal). Items with holds (another person is waiting for the item) would not be automatically renewed. I would like the Board to entertain modifying the current policy to allow the Library to implement automatic renewals. We do understand that this would have an impact on late fees collected, but feel this would be much appreciated by patrons, could increase circulation statistics, and help lower the barriers to access without going completely fine-free.

Staff

- Library Technology Assistant Phillips resigned from the Library on Jan. 2 to pursue opportunities in California. Some of LTA Phillips accomplishments include launching the Library's Instagram account, increasing awareness and reach on social media including reaching 800 likes for the Library's page on Facebook, developing technology-based STEM Sundays, setting up the iMac purchased by the Friends and learning Adobe Creative Cloud for use in creating marketing for the Library in addition to helping patrons use the software, recommending and implementing new equipment for the Makerspace, and advancing some marketing initiatives that have been on the back burner such as Library Welcome brochures to new home owners in Weston and Staff Picks bookmarks. STEM Sundays will be on hold until we can find a replacement. Existing staff will work on additional Makerspace programming during the week, but most likely not as much with the higher-tech

equipment. I have been in touch with Gary Webster who has provided technology programs for adults in the past, and hope he may be able to offer several STEM Sundays while we transition. Town Administrator Luiz has agreed that this expense can be offset by funds we expect to be unused in the PT salaries line.

- I have posted the PT Library Technology Assistant position on the Connecticut Library Consortium's website, the Town's website, and various listservs.
- Staff attended a variety of professional development opportunities this month. Please see the Departmental Reports below for details.

Departmental Reports

Children's and YA Department – Alessandra Petrino

Professional Meetings/ Outreach:

- Dec. 4: Attended Children's Roundtable Fairfield County at Easton Public Library. Discussion was Mock Newbery and Mock Caldecott books.
- Dec. 12: Attended Programming meeting with Karen and Abigayel on December 12 to discuss December programs
- Dec. 13: Hosted YA Roundtable Fairfield County here. Topic was Community Partners and Outreach.
- Spoke with Sharon Rodko at HES to set up times to visit Elementary classes in the new year.

Children's/YA Notable Programs:

- Make a Gingerbread House Workshop, held on December 13 was a big hit. Full class and very happy families.
- Held our annual Holiday party on December 20th, had Rabbi Bearman of Temple B'nai read a Hanukkah story and was available for questions. We used a reading of a Kwanzaa story from YouTube to highlight Kwanzaa traditions and answer questions. I read a Christmas story. Kids enjoyed snacks and crafts while listening to holiday music following the readings. Next year we have someone lined up to read a Diwali story and will try to have someone highlight Winter Solstice as well.
- Our Playgroup offering returned during the Winter Break and we had a great turnout. Families were happy and asked for it to continue. Families cleaned up after themselves and children so we will continue in January.
- We held 3 different canvas painting sessions throughout the month for different age groups, birth-grade 2, grades 3-5 and grades 6-12. We had attendees for all sessions and their paintings were all wonderful!
- We held our annual Pancake Party and Noon Years' Eve Party on December 31. There were a total of 50 attendees for pancakes and 71 for the Noon Years' Eve Party and Balloon Drop.

Upcoming:

- January is another month filled with fun and exciting programs. Notable highlights coming up are our Maker Events that I will hold during the week while we wait for the makerspace position to be filled. We will hold Snowflake String Art January 7, Coding with Anna & Elsa (Frozen) on January 13 and a My Intent Jewelry Workshop on January 24.
- We will be holding special programs for teens to prepare and support them through their midterms/finals week. January 10 we have a Let's TACO 'bout Stress program. We will have tacos for teens and stress relieving crafts if they wish to stay and talk with each other or staff. During exam week (currently January 15-23 but may change with snow days) we will have snacks available for teens to request at the circulation desk if they are studying throughout the day.

Administrative Department – Karen Tatarka

Town/Library Meetings

- Dec. 4 – Met with Jonathan Luiz and Juscelino Acevedo (Schools IT) to discuss DeepFreeze licensing arrangement for FY20/21 and new laptops for the Library. Jonathan Luiz was able to secure funding for three new laptops for the Library this year. All other laptops will be discarded.
- Dec. 4 & 16 – Met with Jonathan Luiz to discuss staffing issues at the Library
- Dec. 12 – Conducted monthly programming meeting with Children’s Librarian Petrino and LTA Phillips to coordinate marketing.
- Dec. 13 - Met with Selectperson Samantha Nestor, Administrative Assistant Randi Derene, and Granicus representative to review the Library’s website requirements to see if it will be feasible to move to the Granicus platform in the future. More details are needed about some of the solutions they offer before we can begin entertaining a switch, but we will continue to work on this.
- Dec. 13 – Met with Friends of the Library member Susan Richard to discuss programming for 2020 related to the 100th anniversary of Women’s Suffrage, Women’s History Month, and Black History month, among other topics.
- Dec. 13 – Met with Architect Hanna Przada to review equipment, furnishings and further details for Offutt Center.
- Dec. 19 – Offutt Center meeting to review preliminary cost estimate.
- Dec. 19 – Met with Jonathan Luiz to discuss the various pay-as-you-go options for printing and photocopying at the Library and also the requirements to complete the contract with the State Library for the Construction Grant.
- Dec. 19 – Performed walk-through of rear portion of building with Town’s electrician in preparation for grant-funded LED conversion project. The electrician will present several options and will itemize the fixtures for the portion of the building that may be covered by the expansion project so that they may be removed from the project if necessary.

Professional Meetings/Outreach

- Dec. 2 – Attended a Project Outcome webinar hosted by the Public Library Association (PLA). Project Outcome is an initiative of PLA that gives libraries resources to measure and analyze outcomes from programs and services. Project Outcome focuses more on qualitative data libraries can use to improve services as well as advocate for the services libraries provide. I hope to incorporate some of these methods as part of the interim strategic plan.
- Dec. 10 – Attended Bibliomation Finance meeting by video conference. The meeting consisted of an update on the annual operating budget.
- Dec. 11 – Attended the Fairfield County Library Administrators Group (FLAG) monthly meeting in Monroe. Highlights of discussion included libraries going fine free, staff turnover, and remodeling work at various libraries. The meeting included a tour of Monroe’s new Makerspace and café. The Makerspace has several items in place that we hope to incorporate in the Offutt Center, so it was helpful to see them in-person.

Technical Services – Karen Bennett

eGo

On December 11, we hosted an Information Session on eGo CT, a service of the CT State Library. Eleven libraries sent representatives. EGo CT is a project from the State Library for making digital content from many platforms available to users through one app (SimplyE). That includes State owned rb digital titles, as well as Weston's rb digital collection, Overdrive (ebooks only) and NYPL Instant Classics. Patrons would only need to search one app for the title to download. Downloaded items can be viewed or listened to through the SimplyE app or the owning app. I have requested to have this made live for our patrons so that we can present it at Tech Tips: Device Advice on Jan. 21.

Evergreen Web Client

Next week I will be attending 2 training sessions at the Mark Twain Library for the new Evergreen web based client. At present Bibliomation has been using a joule client. This will no longer be supported with updates. The web based client will provide better security and allow for updates. I will attend the Cataloging session on Wednesday and the Circulation session of Friday with Nancy.