

Weston Public Library Board
Special Meeting

Thursday, January 10, 2019
7:45 PM, Public Library Conference Room

Minutes

Attendance: Barbara Groves, Anne Hunt, Amy Jansen, Pam Kersey, Lynne Langlois, Amy Sanborn, Peter Shih, Denis Toner, Karen Tatarka

Absent: Rick Ross

Guests: Chris Spaulding, First Selectman, Jonathan Luiz, Town Administrator. Lydia Studnicky, contemplating applying for open Library Board seat.

Meeting called to order by Chairman Hunt at 7:45 PM.

1. First Selectman Spaulding gave an overview of how the proposed project, including an addition to the WPL and renovation of the Community Room, came to be and where it stands currently. The proposed project is possible due to an impending, generous gift from the Daniel E. Offutt, III Charitable Trust, Richard Orenstein, Trustee ("the Gift"). Mr. Orenstein has engaged the services of Weston resident, Hanna Przada, architect, of Lyons Plain Architecture to develop a design that would satisfy both Mr. Orenstein's and the Library's needs. It is anticipated that the Gift will cover construction costs and create an endowment to cover up to 20 years of operating expenses. The Library Board, First Selectman Spaulding and Town Administrator Luiz reviewed a draft time line and discussed the various steps required to bring this project to conclusion. Included in this process is developing and signing a Memorandum of Agreement between the Trust and the Town, obtaining construction and operating cost estimates, review/approvals by Planning and Zoning and the Historic District Commission, including a public hearing, and a Special Town Meeting. Further, a Library Improvement Project Design and Construction Committee would be created to oversee the project. (Pursuant to Connecticut State Statutes Chapter 190 Public Libraries, Sec. 11-33 Powers and duties of trustees in municipalities. Gifts. (which gives the Library Trustees exclusive control of the construction of any library building), First Selectman Spaulding and Town Administrator Luiz left the meeting at 8:56 pm.
2. Introduction of Lydia Studnicky
3. **Treasurer's Report:** Former Treasurer Kersey had distributed the 2nd Quarter Treasurer's Report for the period October 1- December 31, 2018. Chairman Hunt reported that the PGA check has now been cashed.

Member Sanborn made a motion to accept the Treasurer's Report as distributed. Second by Member Groves. Motion passed unanimously.

4. **Budget 2019-2020:** Director Tatarka reported that she, Chairman Hunt and Member Sanborn met with First Selectman Spaulding, Town Administrator Luiz and Finance Director Darling on Tuesday, January 8th. Director Tatarka reviewed the current status of the budget. A second meeting will be held on Tuesday, January 15th to discuss items such as the photocopier/printer situation. Additional information needs to be obtained related to the purchase, software and contracts. Director Tatarka noted that these expenses, along with the cost of paper will be offset by revenue. The sense of the

meeting was that the Budget Committee can work with Director Tatarka to finalize the submission.

5. **Minutes:** Member Jansen made a motion to approve the November December 14, 2018 Regular Board Meeting Minutes as amended. Second by Member Toner. Motion carried.

Member Groves made a motion to approve the December 13, 2018 Special Library Board Meeting Minutes. Second by Member Langlois. Member Jansen abstained as she was absent at the meeting. All others present voted in favor. Motion carried.

6. **Space Planning:** Director Tatarka reported on the proposal received from Creative Library Concepts for the furniture and shelving for the Children's Room remodel. The cost in the proposal is about \$5,000 above the amount covered by the State Grant when taking into consideration the \$12,000 donation from the Friends for the train table, the alphabet table, the Lego wall and the nook. The sense of the meeting was to spend up to an additional \$5,000.

The Board revisited and discussed the situation that arose from the December 6, 2018 Board of Finance meeting which considered a supplemental appropriation to cover Town projects added to the State Grant application and approved to be covered by the State Grant. The Board of Finance proposal is to move the \$15,000 for new shelving approved by the 2018 referendum after the ATBM to, instead, meet the 50% match required by the State Grant for Town-initiated structural building improvements outside the Children's Room. This shift of Town funding would increase the Library Board's contribution from \$26,500 to \$41,500.

Member Jansen made a motion that the Library Board approve \$41,500 from its Endowment Fund to match the State Grant to fund the Children's Room remodeling. Second by Member Toner. Motion passed unanimously

7. **Director's Report:** Director Tatarka sent the Director's Report to the Board in advance of the meeting. Topics discussed included:

The countertops have been installed in the bathrooms.

Director Tatarka reported that the gate count for December was 5,099 an increase of 23.4% over the previous year. December circulation was 3,840, up 5.7% over the previous year.

The 2nd Quarter Report was distributed and discussed. Highlighted were the growth in circulation of the Children's and Young Adult books. In media, only the Audio Books and CDs did not experience double digit growth and were actually down a bit. With an unexpected change in IP address, some of the digital statistics were lost. Gate count is up 11% year to date. The Room Use Policy and application are on hold waiting to find a time when the Town's Attorney is here for consultation. Additionally, the Public Library Association mid-winter meeting will be discussing Room Use policies. Director Tatarka will follow the discussion and make any additional suggestions appropriate to the Library's policies.

At the Friends meeting last night, they generously approved \$12,000 towards the Children's Room remodel for the Lego wall, alphabet table, train table, and reading nook as well as Library technology. Additionally, the Friends approved money for technology will include purchase of an iMac and Adobe Creative Suite software and a slide and negative scanner.

The Director's Report, including the Departmental Reports is attached.

8. **Chairmen's Reports:** None

9. **Election of Officers 2019:**

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

Chairman Hunt made a motion to elect Denis Toner as Vice Chairman. Second by Member Sanborn. Motion carried unanimously.

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

Chairman Hunt made a motion to elect Peter Shih as Treasurer. Second by Member Langlois. Motion carried unanimously.

10. **Friends:** See Director's Report

11. **Old Business:** Member Groves discussed entertainers for Daffodil Days in April.

12. **New Business:** None

13. **Adjournment:** Member Toner moved to adjourn at 10:29 PM. Second by Member Groves. Motion carried unanimously.

The next Library Board meeting will be Tuesday, February 5th.

Respectfully submitted,

Amy Sanborn
Secretary

Approved February 5, 2019

Weston Public Library
Director's Report
February 5, 2019

Space Planning

- Library signage –The Space Planning Committee is currently reviewing the design for the Franc Vitale plaque.
- Children’s Room –Creative Library Concepts provided a cost proposal and PowerPoint presentation for the Children’s Room remodeling. The cost proposal was sent to the Space Planning Committee on Jan. 9 and the presentation was sent on Jan. 16. A revised presentation was sent on Jan. 18 that incorporated changes based on questions Creative Library Concepts asked about the project. The Space Planning Committee met on Jan. 23 and formulated a list of questions for Creative Library Concepts. I am currently in receipt of those answers and will distribute to the Space Planning Committee shortly. I have reached out to the State Library regarding the Bond Commission meeting for February. Unfortunately, this meeting date is questionable as it coincides with the time that the Governor is expected to submit budget documents. I would advocate that those who are interested in seeing this project move forward in a timely manner contact representatives to make sure the project is on the first Bond Commission agenda for 2019.
- Public Restrooms – The restroom renovations are complete, including painting. CSNE has been out to resolve the reported issues with the partitions. The Town Handyman was satisfied with the repair.

Policies

- Room Use - I am awaiting the release of the revised recommended guidelines for meeting room policies that was on the agenda for PLA last month. At that time, I will incorporate the new recommended language and send it to the Town Attorney for review.

Finances

- The First Selectman will present his budget to the Board of Selectmen for review on Feb. 11 at 7:30pm.

Building

- The ventilation issues in the public restrooms will be addressed as an energy conservation project related to the upcoming grant.
- After 2 missed appointments, Shamrock performed the Library’s twice annual high vertical cleaning on Jan. 14.
- I have met with the Beautification Committee regarding placement of several Offutt sculptures around the Library. The Committee will discuss these sculptures at their February meeting.

Library Programming

- Full list of February events is available [here](#).
- The residents who approached the Library about a quarterly program featuring a local talent will hold its first event on March 28th at 7PM and their first guest will be Craig Melvin. They are an enthusiastic group, and have received financial support from the Friends for signage. It should be a wonderful event.
- The Friends have generously agreed to support more advanced technology programming. Our first program will be Feb. 20. Gary Webster, a technology expert from the schools, will present a program on the Cricut, which was kindly donated by the Friends a few months ago.

- I had the opportunity to present an update about the Library to Kiwanis on Jan. 12. The presentation went well and has led to more open communications with the High School regarding midterms and finals as well as other ways the Library can support students.

Operations

- The January gate count was 5,998, a 14% increase over the previous year and our busiest January on record. January circulations were 4,221, a 2% increase over the previous year, and our highest circulating January on record.
- The POTS line to the public fax machine has been restored. The cost of this line will be charged to the Library and was included in the FY19-20 budget request.
- Bobbi Essagof has been hired on a temporary basis to fill the gaps in the PT Children's Library Assistant position. This position is in effect until March at which time we hope to have a permanent solution. I have interviewed to fill the PT Library Technology Assistant position and hope to have that position filled by March.
- IT has built and is preparing to deploy the 4 replacement computers for the public.
- The Women's Club of Weston volunteered to do a labeling project for our audiobooks. All mystery audiobooks now have a sticker on the spine. Patrons had requested this classification.
- Jonathan and I have reviewed proposals from 4 companies regarding photocopying and printing services. Jonathan hopes to make a decision soon. This service will go into effect for the Library July 1. I am currently researching the software we will need to monitor printing.
- The Town plans to create a new website. While I have indicated that the Library is not interested in migrating from its current website at this time, the opportunity to do so in the future will be available to us. In consideration of that, I have been participating in the review of potential vendors and will attend a half-day workshop to meet virtually with the finalists in February.

Departmental Reports

Children's and YA Update from Alessandra Petrino

January Highlights from Children's and YA Department:

- January was once again filled with lots of events and programs, most notable was the Stuff-a-bear program sponsored by the Friends of the Library and the Teddy Bear Sleepover. We had such success with the Stuff-a-Bear program that we will be holding another on Take Your Child to the Library Day (February 2).
- In January the space planning committee met again to discuss the children's room renovation project. We are hoping to move forward with this once the bond commission releases the funds for the project. Parents are still asking questions and showing their excitement for the project.
- Karen and I have interviewed a few people for the temporary part-time children's assistant position and Karen and Jonathan have sent a job offer. We are excited to have this person begin in February working with me to learn more about our Children's and YA spaces.
- Our "10 Tips to Reduce Stress" program with youth services for parents and teens that was to be held on January 29th has been rescheduled to March 5 due to a conflicting program at the Middle School the same night. (I will be attending their program where they have stated they will promote ours). We are trying to work with the schools and other departments to minimize programming conflict for the future.

- Our Teen Coping Skills Workshops will begin on February 5 continue every Tuesday through February. For these programs we have partnered with Weston Youth Services and hired professionals to speak and instruct on topics such as: yoga and meditation, nutritional effects on stress management, hypnosis, and cognitive behavioral therapy.
- The state has decided to not renew its contract with Demco’s “Wandoo” for the summer reading program. The state has signed a contract with ReadSquared for CT libraries to use their summer reading program this year. January was filled with online training sessions and webinars for CT librarians to learn this new program. This will also mean that parents will have to learn the new program. We are trying to make the transition over to this program as easy and cohesive as possible for children and parents to use.
- Depending upon the start of the Children’s Room Renovation we have tentatively booked Ryan San Angelo for a return visit during spring break (he is holding April 17 for us until we can confirm) for his Spaghetti Eddie show. Ryan San Angelo was one of our most successful performers last summer garnering nearly 80 attendees at his performance. We will be happy to have him return.
- We have started booking performers for the Summer Reading program. So far we have booked Turtle Dance Music for August 14. We are awaiting confirmation from the Yo-Yo Guy and from Didgeridoo Down Under for July shows. Our kick-off performer has not been decided on yet, but we plan to have the kick-off on either Thursday, June 27 or Friday, June 28.



