

Weston Public Library Board
Regular Meeting

Tuesday, March 5, 2019
7:45 PM, Public Library Conference Room

Minutes

Attendance: Barbara Groves, Anne Hunt, Lynne Langlois, Rick Ross, Amy Sanborn, Peter Shih, Cyprian Toczek, Karen Tatarka

Absent: Amy Jansen, Denis Toner

Guests: Susan Richard representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:47 PM.

1. **Treasurer's Report:** Treasurer Shih distributed a report for February 2019. There was discussion related to the Aramark account related to the coffee machine. Will take a look to be sure the machine is breaking even.

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

2. **Minutes:** Member Ross made a motion to approve the February 5, 2019 Regular Board Meeting Minutes as amended. Second by Member Langlois. Member Sanborn abstained as she was not present at meeting. All others present voted in favor. Motion carried.

Member Groves made a motion to approve the February 19, 2019 Special Library Board Meeting Minutes. Second by Member Toczek. Member Langlois abstained as she was absent at the meeting. All others present voted in favor. Motion carried.

3. **Old Business:** Member Groves reviewed the plans for Daffodil Days in April. Programs discussed were a Cicut demonstration possibly including daffodils, Trivia Night (Member Toczek volunteered to be the scorer; prizes needed; food and beverages to be determined with input/help from the Friends), Tea (Member Jansen invitations; Member Groves to connect with Member Ross to arrange food order from Peter's Market; coordinate Friends' volunteers to help with set up; Member Hunt teapots; Member Groves cups and paper goods), discussion of Poetry/Poem in your Pocket plans.

Discussion of Electric Violin opportunity for a program; will be in the State this week if anyone wants to attend to assess possibility for another time. None of locales were nearby.

4. **New Business:** Chairman Hunt reported on a couple of Legislative related events being held at the Library (not Library sponsored).
5. **Space Planning:** Director Tatarka reported that the hope is the State's Bond Commission will meet when tentatively planned now on March 29, 2019 and our project will be on the agenda. First Selectman Spaulding will be in communication with the State and our Legislators to ask them to please support the inclusion of our project on such agenda. Member Ross has connections with the State Treasurer and is willing to help, as deemed appropriate By First Selectman Spaulding and/or Town Administrator Luiz. Director Tatarka explained that if the funds for the project are not released at the March meeting, the remodel will need to be put on hold given the timing related to the Summer Reading Program. It is possible if approved in April, the shelving could be ordered and installed before Summer Reading commences. Director Tatarka reviewed the status of various components with respect to finalizing the order. More exploration required for possibly changing the office area for Children and Teens Librarian Petrino. Might a less expensive option be possible?

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

Review of the Room Use Policy and next steps. With sense of the meeting, Director Tatarka will have the Town's attorney review the policy.

Review of FY 2019-2020 Library budget and distribution of revised Form A. BOF public hearing on the budget will be Tuesday, March 26th at the Middle School Library at 8 PM.

Report on the three Offutt sculptures selected by Beautification Committee proposed to be displayed on the Library grounds.

Director Tatarka reported that the gate count for February was 5,628 an increase of 13.5% over the previous year and the busiest February on record. February circulation was 4,094, up 13.9% over the previous year.

The BOS approved the hiring of Abigayle Phillips for the PT Library Technology Assistant position. Her first day will be March 5th. She will be working Tuesday and Thursday afternoons and Sunday afternoon.

Director Tatarka explained Children's and Teen Librarian Petrino's request for funding her summer Reading Kick-Off on Wednesday June 26th. Director Tatarka highlighted that since 2015/2016 (before the renovation) through 2018/2019, so far, Children's circulation has increased 81.51%.

Member Sanborn made a motion to up to \$600 to fund the Summer Reading Kick-Off. Second by Member Ross. Motion passed unanimously.

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

7. **Friends:** Susan Richard reported on behalf of the Friends. She highlighted the Photography Club exhibit in the Community Room. The Club has decided to add an evening meeting night. She reported on the Funny Movie Night group, the book groups and the New Yorker group. All are going well. Ms. Richard made special mention of two upcoming programs. The first is a Readers & Writers Series Special Event, featuring Sigrid Nunez, New York Times' best-selling author and winner of the 2018 National Book Award winner. She will be reading and speaking at the Library at 3 PM on Sunday, March 10th. The second is the inaugural event for the SpeakEasy Series. It will be held Thursday, March 28th at 7 PM featuring Craig Melvin a co-anchor on NBC News *Weekend Today*, a national correspondent on *Today*, and on MSNBC. Ms. Richard also reported that the Commission for the Arts would be sponsoring a concert at the Library on March 17th at 1 PM by returning performers, Matthew Harrison and Vlada Yaneva, entitled Gypsy Fire.

Additionally, Ms. Richard reported that the Friends are looking at updating/creating a better web site for the Friends and also looking into investment strategies.

8. **Adjournment:** Member Ross moved to adjourn at 9:56 PM. Second by Member Toczek. Motion carried unanimously.

The next Library Board meeting will be Monday, April 1st.

Respectfully submitted,

Amy Sanborn

Approved April 1, 2019

Weston Public Library
Director's Report
March 5, 2019

Space Planning

- Library signage –The Space Planning Committee is currently reviewing the design for the Franc Vitale plaque.
- Children’s Room –The Bond Commission did not meet in February. The next meeting is scheduled for March 29. We cannot place orders until the Bond Commission releases the funds and the Town enters into a contract with the State Library. First Selectman Spaulding and Town Administrator Luiz are reaching out to local legislators to advocate that the project be added to the Bond Commission agenda, if the meeting is held. I will share some information from the State Library related to this at the Board meeting. Creative Library Concepts is currently expecting a 12 week turn-around time on furniture orders due to the influx of orders placed by schools for the summer months. This would put the arrival of furniture very close to summer reading, if funds are released at the end of March. As we cannot be without the Children’s collection or the Community Room in the summer, Creative Library Concepts is working on some options to help the project move forward and I will report on those options to the Committee. In reviewing the quote, the Committee determined it might be possible to remove a table and use an existing HON table ordered during the renovation (savings of \$2,000), and wanted to investigate an upgrade to a champagne powder coat on all metal legs (my estimate for this based on the set-up cost and number of items is \$522 – Charlie will put in actual price once the Board decides they want to pursue the upcharge). Creative Library Concepts is currently investigating modular office walls instead of a cubicle for the Children’s Librarian’s office.
 - Currently, the Board’s commitment to the project, if the project moves forward as-is including champagne powder coat and moving expenses is \$44,895 (State Grant is \$41,500 and Friends grant is \$12,000) for a total project cost of \$98,395. I will update the Committee as we receive additional information from Creative Library Concepts if this changes the overall project cost. If the Board feels the need to reduce the overall cost of the project, we should determine that at the March meeting.

Policies

- Room Use – ALA approved an amended Meeting Room Use Interpretation on Jan. 29, 2019. It is available [here](#). Essentially, to address the issue of hate groups that was covered in the media last year, ALA advocates a clear acceptable behavior policy. The Library’s Code of Conduct as amended Dec. 7, 2017 is clear about harassment and abusive/offensive language. In the November draft of the Room Use Policy, we did add a reference to the Code of Conduct in number 6. I have re-drafted the policy to also include that information in the Policy Statement. If the Board is in agreement with these proposed changes, I will have Town Administrator Luiz and the Town Attorney, if necessary, review the document.

Finances

- The Board of Finance will review the Selectmen’s budget on Monday, March 4.
- On Feb. 22, Town Administrator Luiz requested a revised Form A for the Library’s budget to reflect the revisions made by the Board of Selectmen. This is the budget that will be presented to the Board of Finance on March 4. I will re-distribute Form A to the Board.

Building

- The ventilation issues in the public restrooms will be addressed as an energy conservation project related to the upcoming grant.
- The Beautification Committee has selected 3 Offutt sculptures for the Library.
- The Library’s boiler went down over the Presidents’ Day weekend. Tri City was able to determine that the issue was a malfunctioning circuit board. Staff were able to re-set the boiler several times until the new circuit board could be installed Feb. 20. Thank you to Town Administrator Luiz who opened the building for the repair after hours.

Library Programming

- Full list of March events is available [here](#).

- Speak Easy, the self-organized community group interested in presenting speakers to the community, is moving forward with their first event on March 28, 7PM with Craig Melvin.
- The first evening technology program supported by the Friends on the Cricut took place on Feb. 26 after having been postponed due to snow. 6 attended and it was well received. Gary Webster has proposed additional programs as well, which I will present to the Friends.
- For FY18-19 we were budgeted funds to boost social media posts. We began doing that in January and have seen an increase in post engagements as well as “Likes” of the Library Facebook page.

Operations

- The February gate count was 5,628, a 13.5% increase over the previous year and our busiest February on record. February circulations were 4,094, a 13.9% increase over the previous year.
- The Board of Selectmen voted to approve hiring Abigayel Phillips for the PT Library Technology Assistant position. Abigayel’s first day will be March 5.
- IT has deployed 2 new public Internet computers. The 2 additional computers are in storage until the Children’s Room is remodeled.
- Town Administrator Luiz and I will meet on March 1 to review the finalists for the printing and photocopying contracts for the Library. My intention was to wait until the new FY to deploy the new services to provide a clean financial transition from the Friends oversight to Library oversight. The existing copiers, though, may not make it until July. We will continue to monitor and analyze down time/staff time needed to keep the existing copiers running. Funds to purchase the new copier will come from FY18/19’s Contractual Services line in the Library’s budget.
 - I am currently evaluating software for managing payment for printing. Photocopying will be managed by a coin tower.
- The Town identified preferred vendors for the new Town website based on presentations conducted at a half day meeting in February. Town Administrator Luiz will arrange for a meeting between the selected vendor and the Library to determine the efficacy of moving the Library’s website at a future date.
- The Library’s Integrated Library System (ILS) underwent an upgrade Presidents’ Day weekend. There have been some bugs related to the upgrade that has created lag time and two outages. Bibliomation has identified and addressed the issues that created the outages, and is working on the lag time.
- Town Hall closed town departments early due to snow on Feb. 12. The Library closed at 5PM on Feb. 20 due to snow.

Departmental Reports

February Highlights from Children’s and YA Department:

- February was once again filled with lots of events and programs, most notable Take Your Child to the Library Day (February 2). This is a day for families to gather at the library every year on the first Saturday of the month to see what libraries in their area have to offer them. This year we did a special performance by Mr. Joe (Sing, Laugh and Learn with Mr. Joe) followed by drop in crafts and then a once-again full Stuff-A-Bear program. (Fun fact: Take Your Child to the Library Day was created by a retired CT Children’s Librarian.)
- A new employee started working in the Children’s Department this month. Bobbi Essagof will be working Wednesday nights and Saturday and Sundays through March. We are excited to have her on board to do some nighttime story hours and weekend programs.
- Our Teen Coping Skills Workshops have been running since February 5, 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. While we did have one snow date that had to be rescheduled, all programs have

been successful with many thanks from teen and parent attendees. We will continue this program with our final “10 Tips to Manage Stress” with Dr. Wendy Hurwitz to be held on March 5 for parents and teenagers.

- Ryan San Angelo has officially been booked for a Spring Break Performance on April 17. We have also hired an instructor from the Happy Code Club to give a hands-on program for children and teens ages 8+ on using SCRATCH to code. This will take place during Teen Tech Week on March 4.
- We have set a full schedule of children and teen events to occur during April’s Daffodil days. Events will include: Earth Day recycle drive and craft, Pet Enrichment Program for children and seniors hosted by the CT Humane Society, Book giveaways, Book Creation, Tattoo Bananas, Kindness Rocks and Pigs in a Blanket and an Art Therapy afternoon.
- I have continued to hire for our summer reading program. We are still awaiting 2 performers. We have already booked: Mr. Magic (for our kick-off on 6/26), Sciencetellers (7/15), a return visit from variety entertainer and contortionist Steve Corning (7/24), John Higby aka the YO-YO guy (8/7), and Turtle Dance Music (8/14). We are still hoping to get in an animal program and a space-related program for the theme this year. I have included a proposal for our Summer Kick-Off.