

Weston Public Library Board  
Regular Meeting  
Tuesday, May 7, 2019  
7:45 PM, Public Library Conference Room

DRAFT Minutes

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

Guest: Susan Richard representing Friends of the Library

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

*Treasurer's Report*

Treasurer Shih presented the Treasurer's Report for April. Member Toner moved to accept it, Member Langlois seconded. The motion passed unanimously.

A brief discussion of investments followed. No action was taken.

*Executive Session*

Member Sanborn moved that the Library Board and Susan Richard from the Friends go into Executive Session to discuss the terms in a draft Memorandum of Agreement to be entered into with the Daniel E. Offutt III Charitable Trust. Member Groves seconded the motion. It passed unanimously. The time was 7:50 PM.

At 8:47, Member Langlois moved that the Library Board come out of Executive Session. Member Ross seconded the motion. It passed unanimously. No motions were made. Member Sanfond left the meeting.

*Director's Report*

Director Tatarka discussed the renovations on the Children's Room. As of now, we are not sure if we will be on the agenda for the Bond Commission at the end of May.

She then brought up the Aramak coffee machine. Treasurer Shih had prepared a report showing usage over a period of time. According to the contract that was signed in December, 2016, they wanted to charge an additional fee of \$75 per month if there wasn't enough usage. Currently, according to statistics from January and February of this year, we only served 144 cups. That means that we are running at a deficit. Since the Starbucks machine is so popular with patrons, it was suggested that we increase the price of the coffee and hot chocolate. Purchasing a machine was also considered. Director Tatarka is waiting for them to give her an update on usage before any decision is made.

April circulation showed an increase of 3.3% over last year. Gate count was 5,808 which is a 7% increase over last year and was our busiest April on record.

The Library received a collection of over 100 art books of Jon F. Anderson, who was Paul Cadmus' partner. Many of them are signed and of significant value. They will be assessed and some will join our collection, others may be sold on e-Bay and run through the Library Pay-Pal account. The sense of the meeting was that this was a good option.

The Weston Historical Society has asked to borrow the bust of Alice Delamar to exhibit during their current event. The Board agreed to the request.

The Association of CT Library Boards is looking for members to serve on their board. They meet 7-8 times during the year.

Director Tatarka then passed out the Third Quarter Report. The general circulation is up 9.8%. Gate count is also much higher. She also pointed out that it has been a strain on the staff with all the additional room reservations at the library. The primary issue is setting up the room and breaking it down.

### *Chairmen's Reports*

#### *Daffodil Days*

Member Groves reported that the animal program at the beginning of the week was well attended. Poem-in-Your-Pocket was also well received. It was suggested that the baskets of poems remain out longer for people to enjoy.

Disappointingly, the Volunteer and Donor Thank You Tea was poorly attended as was the Elvis concert. Both were exceptional. In light of the fact that this was a costly day, it was decided that Daffodil Days should extend for the entire month with events more scattered throughout the month. The CT Library Association Conference at the end of the month puts additional stress on both Director Tatarka and Children's Librarian Petrino.

#### *Beautification Committee*

Chairman Hunt attended the last meeting of the Beautification Committee and reported on the project they are currently considering. They would like to create a park-like setting in front of Town Hall. They will be going before the Historical District Commission tomorrow night for approval. It was pointed out that the reason for reaching out to them is they might be able to suggest ways to approve the appearance of the front of the library.

#### *Friends*

Susan Richard reported that the latest Speak Easy program with Tom Scott was well attended.

On Saturday, June 1, there will be a Readers and Writers program focusing on children's books.

In July, there will be another Play with Your Food. Date to be determined.

On May 16 at 7:30, there will be a TED talk with Ted Craft.

#### New Business

None

#### Old Business

None

Member Ross moved to adjourn. Member Groves seconded. The motion passed unanimously. The meeting adjourned at 9:41.

Respectfully submitted,

Anne Hunt  
Acting secretary

Weston Public Library  
Director's Report  
June 4, 2019

#### **Space Planning**

Children's Room –The Bond Commission meeting for May was cancelled. I will inquire with the State Library for any updates on the status of the awarded grants.

#### **Finances**

- Aramark has not yet provided the detailed transaction reports from USA Technology. I have followed up with the representative and hope to have that information shortly.
- We have received a check for \$450 from the Town, which is the money the Town received from the State Library for BorrowIT services. I will deposit this check into the Director's Fund unless the Board would like to deposit it elsewhere. This money is generally used for programming, and I report to the State how it was used on an annual basis.

#### **Building**

Town Administrator Luiz had an electrician in to look at upgrading the office lights (outside of the Offutt project and State Construction Grant) to LEDs. The electrician will be providing samples of fixtures. This work will be paid for out of the savings from Virtual Net Metering.

#### **Library Programming**

Full list of June events is available here.

- Children's Librarian Petrino's Summer Reading Kickoff is June 26. This day of fun will culminate with a performance from Mr. Magic. Thank you to the Library Board for supporting this Kickoff for another year.
- Parks and Recreation is doing its outdoor movie again this year on June 22. As last year there were so many technical difficulties the movie was cancelled, the company is providing this year free of charge, so the Library Board is listed again as a sponsoring group.
- Children's Librarian Petrino will be doing outreach at the Incoming Kindergartners' Ice Cream social on June 4 and at Hurlbutt's Family Fun night on June 6 in addition to classroom visits.

## **Operations**

- May statistics will be available at the Board meeting.
- After staff troubleshooting, working with Bibliomation, and the School's IT department, we have determined that our security software, SmartShield, is no longer viable. We have received complaints about this lack of security from patrons. Quotes for Deep Freeze, a similar software, were well beyond the Library's budget. The Schools had extra Deep Freeze licenses that they are installing on the public computers. Installation will take place over the next few weeks. They will focus first on the three computers that have been down since the Windows 10 migration due to software incompatibility.
- We learned that the automatic reporting and supply shipments for the new printer and photocopier were not set up when the devices were installed. We are working to correct this issue, but did experience brief down time this month.
- We are working to spend down the remaining funds in the Library's materials and late fee lines. I do hope there will be some funds available to begin digitizing the Weston Forum.
- We learned this month that Lynda.com will be changing its business model in the next few months to require anyone using the Library version to sign up for a LinkedIn account. This has not been received favorably by public libraries in the State for privacy reasons. This resource has been struggling to get off the ground here. We will not be continuing the subscription in FY19/20 and will investigate other educational resources, if requested by patrons.

## **Staff**

- Applications for the PT Library Assistant position were due 5/24. We received 12 applications. Assistant Director Lincoln and I have been reviewing them this week and will schedule interviews next week. In the meantime, staff have been very flexible in filling in desk hours and working the Wednesday evening shift. I am deeply appreciative of their dedication to the Library.
- On May 20, our High School Intern, Lev Rubin, started at the Library. He has gone through the Paul Cadmus books to get a sense of value, pulled out any that were signed, has worked on shifting the adult non-fiction collection, and has digitized and added items to our local history collection on Tumblr.

## **Departmental Reports**

- Will be provided at Board meeting.