

Weston Public Library Board  
Regular Meeting

Tuesday, June 4, 2019  
7:45 PM, Public Library Conference Room

Minutes

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

Guests: Susan Richard representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:48 PM.

1. **Treasurer's Report:** Treasurer Shih distributed the May, 2019 WPS Funds Activity report.

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

2. **Minutes:** Member Toner made a motion to approve the April 1, 2019 Regular Board Meeting Minutes as amended. Second by Member Langlois. Motion carried unanimously.

Member Ross made a motion to approve the May 7, 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 Jansen made a motion to approve the May 21, 2019 Special Board Meeting Minutes as amended. Second by Member Langlois. Members Ross and Toner abstained as not present at meeting. All others present voted in favor. Motion carried.

3. **Space Planning:** The Board received an update on the status of the Offutt project

The State Bond Commission canceled its May meeting. Director Tatarka is working with Westonite Larry Ligget to see if he might be able to construct an office area in the Children's Room for Librarian Petrino at a lower cost than the options provided by Creative Library Concepts.

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

Director Tatarka reviewed the situation with Aramark and the coffee machine. She hopes to receive detailed transaction reports shortly. There are limited options for coffee machines with debit/credit capability.

The Library received \$450 from the Town (received from the State) for the BorrowIt services. This money is generally used by Director Tatarka to support programming.

Money from photocopying services will go to the Library. Director Tatarka is exploring a variety of models for ease of patron payment and minimizing staff involvement. There are now three models to decide from among.

Director Tatarka reported gate counts in May were 5,779 an increase of 2.7% compared to May last year; circulation of 4,059 was up 5.7% from May last year.

Additionally, Director Tatarka discussed various staffing issues (Asst. to Children's Librarian and part-time

opening). Three-four interviews will be held next week. She is optimistic position will be filled this summer; reviewed the Departmental reports (attached) including an update on summer Reading and the fantastic brochure created by Children's Librarian Petrino.

The Director's Report and Departmental reports are attached.

5. **Old Business:** None
6. **New Business:** None
7. **Chairmen's Reports:** Chairman Hunt presented the Beautification Committee's proposal for the property around Town Hall. The Board discussed its role given the Board's By-Laws, specifically Article V, Duties of the Library Board, "The Library Board shall....(b) establish rules and regulations for the use, care and maintenance of the Library facilities and property." After discussion, no action was taken.
8. **Friends:** Susan Richard reported on behalf of the Friends. She highlighted the second successful SpeakEasy program with Tom Scott of Nantucket Nectars attended by 65-70 people. She also mentioned the Ted Talk with Ted Craft of Weston Today attended by around 35 people. The Saturday Readers and Writers program with three children's authors and illustrators was attended by 35-40 children and parents and they sold some books. The morning book group is becoming too big for the conference room. The book groups and the New Yorker Group are on hiatus for the summer. Play with Your Food will be July 18<sup>th</sup>. The Friends' pre-membership drive letter to the Library Board and the Friends Board, together with its membership Letter raised \$4,450.
9. **Adjournment:** Member Ross moved to adjourn at 9:36 PM. Second by Member Shih. Motion carried unanimously.

The next Library Board meeting will be Tuesday, July 9th.

Respectfully submitted,

Amy Sanborn  
Secretary

Approved July 9, 2019

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. Circulations were 4,059, up 5.7% over May of last year. Gate count was 5,779, up 2.7% over last year.
- 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**

### Children's/YA – Alessandra Petrino

- I attended the Young Adult Librarians Fairfield County Roundtable in Greenwich on May 17 to discuss reader's advisory.
- On May 20<sup>th</sup> I was invited to the Weston Middle School to create a display on Book Suggestions for their Book Fair.
- Both our Special Summer Performer's Brochure and our Weekly Summer In-house program brochures were created and began to get printed.
- Our Summer Reading Challenge pages for ReadSquared have been finished.
- Special Scratch Off tickets for our Teens that participate in Summer Reading were created.
- Grades K-5 will get beads for reading this summer and all have been ordered and sorted.
- Those birth-preK will get special stickers for reading this summer and those have been sorted.
- All Summer Reading suggested books from the state lists and the required high school lists that we did not own have been purchased. Labeling has started.
- I will be visiting HES classes the second week of June to discuss the Summer Reading Program and Reading Challenge. I will also be at Family Fun Night on June 6 to represent the library for Summer Reading.

### Circulation/Tech Services – Nancy Lincoln, Karen Bennett

- Interviews will begin next week for the vacant PT Library Assistant position
- All new adult feature film DVDs are now being kept behind the desk. Empty cases are on the shelf for browsing. This was done due to a recent increase in thefts.
- 2 additional security cameras have been installed in the building.