

Weston Public Library Board
Regular Meeting

Tuesday, July 9, 2019
7:45 PM, Public Library Conference Room

Minutes

Attendance: Anne Hunt, Lynne Langlois, Rick Ross, Amy Sanborn, Peter Shih, Cyprian Toczek, Denis Toner (phone), Karen Tatarka

Absent: Barbara Groves, Amy Jansen

Guests: Susan Richard representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:46 PM.

1. Space Planning:

Member Sanborn made a motion to change the order of the Agenda and address Space Planning first. Second by Member Toczek. Motion passed unanimously.

Member Sanborn made a motion to enter Executive Session: Discussion of documents which are not open to the public for discussion—client attorney privilege. Second by Member Shih. Motion passed unanimously.

There were no motions made.

The Board discussed the filing of the Notice of Intent to apply for a State Grant for Public Library Construction. Director Tatarka filed the Intent by the June 30 deadline at the direction of the Town Administrator. This filing relates to the Offutt Center project. The Grant application would be due by Sept. 1st. The Board reviewed the requirements for the Grant application and determined it was impractical, if not impossible to satisfy the September 1st deadline. This will be communicated to Town Hall.

Director Tatarka reported that the Grant approved for the Children's Room remodeling has not yet been included on the State's Bond Commission agenda. She has been in communication with the Town's State representatives, asking that they advocate on the Town's behalf with the Bond Commission. Member Ross will connect with the State Treasurer soliciting his help, if possible.

2. **Treasurer's Report:** Treasurer Shih gave an overview of the financials and reported there has been little activity. Member Sanborn has reached out to Barbara S. McGrath, Executive Director of the Connecticut Urban Legal Initiative and a past presenter at the ACLB conference regarding libraries and the State statues regarding the possibility of investing library funds with the Fairfield County's Community Foundation. She has not yet heard back.
3. **Minutes:** Member Toczek made a motion to approve the June 4, 2019 Regular Board Meeting Minutes. Second by Member Shih. Motion carried unanimously.
4. **Director's Report:** Director Tatarka sent the Director's Report to the Board in advance of the meeting. Topics discussed included:

Director Tatarka requested volunteer help for Children's and Teen Librarian Petrino for the Summer Reading Program on August 15th and 16th.

Director Tatarka reported the June gate count was unavailable due to an inadvertent reset of the counter (little

hands....), but estimates it up about 3% over June last year; circulation of 5,538 was up 22% from June last year.

There was an issue with a storm-related power surge causing an interruption in phone and internet services. It was ultimately fixed remotely by a third-party vendor. The board discussed having Director Tatarka approach the Town Administrator to determine if a surge protector could be installed in the basement during the current fiscal year.

Director Tatarka reported that Larry Liggett is repairing the frame of one of the Danish chairs and will look at the others and that the external pane of one of the new windows was broken and will be fixed.

The Board reviewed and provided comments on three Library policies: Maker Space Policy, 3D Printer Policy, and Social Media Policy.

The Director's Report and Departmental reports are attached.

5. **Old Business:** None
6. **New Business:** Member Sanborn requested that the Board review the Bylaws with respect to how we conduct our business for discussion at the August meeting.
7. **Chairmen's Reports:** None
8. **Friends:** Susan Richard reported on behalf of the Friends. Play with Your Food will be July 18th. She reported the SpeakEasy people are exploring Dale Atkins, author of The Kindness Advantage, for a future program. The book groups and the New Yorker Group are on hiatus for the summer. A group of 18 is reading The Odyssey in three sessions and had Sally Allen, a Greek specialist, come and speak with them. The leader of the Thursday book group has been named Poet Laureate of Westport.

Ms. Richard reported the Friends' website is in progress.

9. **Adjournment:** Member Ross moved to adjourn at 9:41 PM. Second by Member Toczek. Motion carried unanimously.

The next Library Board meeting will be Tuesday, August 6th.

Respectfully submitted,

Amy Sanborn
Secretary

Approved August 6, 2019

Weston Public Library
Director's Report
July 9, 2019

Space Planning

- Children's Room –The Bond Commission scheduled a meeting for June, but included no library projects. The State Library felt all 7 libraries now awaiting Bond Commission approval had a better chance of getting on an agenda after the Governor signed the budget. The budget is now signed, and I encourage you all to reach out to your legislators. I have done so on behalf of the Library and have asked First Selectman Spaulding to do the same.

Finances

- Aramark has not yet provided the detailed transaction reports from USA Technology. I have followed up with the representative, and have not yet had a response. Aramark has not started charging the lease fee.
- I made a deposit into the Director's account of 2 checks (the State check from BorrowIT discussed at the last meeting; annual donation check from the Huisking Foundation), and book sale revenue for a total of \$2,839.

Building

- I went to Electrical Wholesalers in Norwalk to see office lighting options. The Town's electrician, Sal Giannitti, has installed samples of three different intensities of LED lights in the office. Staff will select which intensity they feel is most conducive to their work.
- The Beautification Committee plans to do significant pruning around the Library. When the pruning is complete, the Offutt lion sculpture will be moved to a flower bed.
- The Police Department requested a change to the configuration of parking and traffic flow around the Library. DPW completed those changes by re-striping and re-doing signage in June.

Library Programming

- Full list of July events is available [here](#).
- Children's Librarian Petrino will host a Summer Reading wrap up party on Aug. 15 (rain date Aug. 16). It will run from about 6pm-9pm (more details to come). We do need some volunteers to help with making s'mores and with programs.
- Parks and Recreation's Summer Kick-off Movie had a modest attendance of 50-75 people. This was significantly smaller than in previous years. I provided a table with summer reading materials assembled by Children's Librarian Petrino and met with several enthusiastic families.

Operations

- The 4th quarter report will be provided at next month's meeting. For June, circulations were 5,538, up 22% over June of last year. This can be accredited to an extremely enthusiastic response to Children's Librarian Petrino's summer reading program. FY18-19 saw a total of 54,402 circulations of physical items through our ILS, up 11% from last FY and 28% from the last full FY before the renovation. Gate count was approximately 6,766, up 3.2%. This number cannot be confirmed due to little fingers resetting the people counter. We are working on ways to mitigate this issue.
- The Schools IT has installed Deep Freeze on all the public computers, so security for patrons' personal information is back in place. The Schools will let us know if there will be a future cost passed to the Library for this software.
- As of July 1, all funds for copying/printing are being deposited with the Town. I have investigated several options for pay-as-you-go services, but a decision is on hold as the Library may be able to piggy-back on the School's subscription to Xerox's PaperCut. I should have more details in the next month. Town Administrator Luiz and I have biweekly meetings with the School's IT department to address technology issues.
- Novis, the IT vendor now responsible for the Library's routine technology maintenance, is working on separating the public computers and public WiFi from the Town's network. This should also address the ongoing issues we have had with accessing the EBSCO databases provided through the State.

- Library Technology Assistant Phillips has proposed some updates to the Social Media Policy, Makerspace Policy, and 3D Printer Policy. Redlined copies of these policies are attached for review prior to the Board meeting. I will address formatting and spacing issues when the policies are approved.
- We will be making some minor changes to the Library's website to reflect changes in services and usage trends. I do not expect that this will incur a significant expense.
- We were able to begin a digitization project for the *Weston Forum*. I plan to continue this project in the new FY with funds previously used to subscribe to NewsBank, which provided digital access to the paper.
- With the cancellation of Lynda.com, I am investigating with staff uses for those funds. We will consider augmenting the funds to Hoopla and OverDrive, initiating a subscription to Kanopy, or adding video content through RB Digital.
- Our Senior Intern created an eBay account for us to sell some of the Cadmus books. We have sold 3 so far and I have a book dealer in Wilton who may be interested in more. Our intern also worked on enhancing our digital local history collection. I'll provide a demo of those resources next month.

Staff

- Elizabeth (Annie) Dunn-Aronson will be starting as the new PT Library Assistant the week of July 15. She was approved at the Selectmen's meeting on June 20th. I notified the Executive Committee of this decision, and they had the opportunity to review the candidate's application. Assistant Director Lincoln will provide training.
- All FT staff were required to attend a Cybersecurity presentation through CIRMA on June 18. Library Assistant Johnson shifted her schedule so that she could work the desk while staff attended.
- Children's Librarian Petrino and I were invited to a meeting with the Schools' Director of Digital Learning and the Media Specialists to discuss a One Book, One Town idea that would comprise a series of events on a single theme from October through April. The theme, kindness, would encompass events the Friends already have planned and events the Library does annually, so we plan to participate in the capacity we can.
- I attended the Bibliomation Annual Meeting. As a member of the Bibliomation Board of Directors, I was aware of many of the items discussed, but I did learn that there will be an Evergreen app available this summer. We will promote it when it becomes available. The transition to the Evergreen Web Client is still on track for Fall and the move to individual user log-ins for security purposes went smoothly.
- At the Advisory Council for Library Planning and Development (ACLPD) meeting, State Librarian Wiggin advised those libraries waiting for State Library Construction funds to contact their legislators. In the budget approved, DeliverIT at its current level is secure; however, the State has formed a Resource Sharing Committee to work on a vision of what this service will look like in the future. One of the consortiums that has created its own delivery service is finding it financially unsustainable. Bibliomation's supplemental service is sustaining itself, but only serves a small number of libraries at the moment.

Departmental Reports

From Circulation (Assistant Director Lincoln):

We are having a busy summer.....Where the *Crawdads Sing* remains our top fiction item.; the waiting list for *Educated*, popular non-fiction title, is waning after one year. We look forward to having Annie Dunn-Aronson join our staff in mid-July.

From Children's (Children's and YA Librarian Petrino):

- I attended the Weston Coalition on 6/3 to represent the library. This was the last meeting of the year.

- Spoke at the Incoming Kindergartener's Ice Cream Social at HES on 6/4 to discuss the summer reading program and library cards for children entering Kindergarten.
- Karen and I met with the public schools School Media Specialists to discuss organizing a One Book, One Town program next year.
- Attended Family Fun Night at HES on 6/6 to publicize the summer reading program
- Visited HES classes on 6/10 and 6/12 (17 classes) to discuss the summer reading program and reading challenge.
- Summer Reading Registration began on 6/7 and our first raffle drawing for prizes was held on 6/28.
- We hosted our Summer Reading Kick-Off on 6/26 with a great turnout throughout the open day programs and had over 70 people attend the magic show in the afternoon.
- Our Summer programs are well under way and have been well attended.
- Summer Reading Challenge registration is currently at 190 people.
- We had our first two Teens surpass the 1000 minute reading challenge on 6/28. 1000 minutes is just under 17 hours of reading! Congratulations to them!