

Weston Public Library Board  
Regular Meeting

Tuesday, August 6, 2019  
7:45 PM, Public Library Conference Room

Minutes

Attendance: Anne Hunt, Amy Jansen, Rick Ross, Amy Sanborn, Cyprian Toczek, Denis Toner, Barbara Groves (phone), Karen Tatarka

Absent: Lynne Langlois, Peter Shih

Guests: First Selectman Spaulding and Town Administrator Luiz. Susan Richard representing Friends of the Library.

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

**1. Space Planning:**

Member Sanborn made a motion to change the order of the Agenda and address Space Planning first. Second by Member Jansen. 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, inviting guests, Spaulding, Luiz and Richard to join the Board. Second by Member Toner. Motion passed unanimously.

There were no motions made. Guests Spaulding and Luiz left the meeting at 8:46.

2. **Treasurer's Report:** Director Tatarka distributed the WPL Funds Activity Report for July 2019 submitted by Treasurer Shih. Director Tatarka reviewed the Receipts/Inflow and Expenses/Outflows for the month. She reported that the inflows were related to book sale revenue, the money from the State for BorrowIt and the Huisling Fund donation. Expenses were primarily related to Summer Reading activities, children's and adult.

Member Ross made a motion to accept the Treasurer's report for July, 2019. Second by Member Toczek. Motion carried unanimously.

3. **Minutes:** The Board discussed two items in the July minutes. Member Ross reported he had spoken to the State Treasurer about release of approved State Library matching grant by the Bond Commission. He was informed it's in the Governor's hands. The Board also discussed the need for a surge protector for the basement to avoid service disruption related to storm damage. Director Tatarka was encouraged to ask Town Administrator Luiz about this now and not wait for the next budget cycle.

Member Toczek made a motion to approve the July 9, 2019 Regular Board Meeting Minutes. Second by Member Ross. Motion carried unanimously with Members Groves and Jansen abstaining due absence at the July meeting.

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 Munis run for the Library operating budget for the fiscal year 2018-2019. She explained the situation with each category and why it was over or under the approved budget. For example, the Salary and Wages line was approximately \$600 over budget (.2%) due to overtime, but the Part-Time wages was approximately \$12,000 (18.5%) below budget due to staff turnover and position vacancies. Director Tatarka did a fantastic job of managing all the accounts, but particularly the Books and Magazine line, spending 100% of the budget allocation. The Virtual Net Metering has saved the Library considerably in electricity cost.

Director Tatarka explained a couple of things that will increase the time that staff must spend on administrative matters. This includes a purchase order policy to be implemented and a change in the way the printers will operate and be managed. The Board expressed its concern given the recognition that the Library is and has been understaffed. This is even more apparent and problematic with the need to satisfy significantly increased demand by patrons for services post-renovation.

Director Tatarka also explained the shift in protocol for accessing digital resources. Many e-Books now have expiration dates. If purchased, they will no longer be part of the Library's permanent digital book collection. Additionally, some publishers are putting an embargo of 6 months or a year for new releases before they will be available digitally for libraries. This makes it impossible to manage the hold list for popular new books by adding a digital copy to a Library device. Both of these developments will result in increased costs to the Library.

The Board was asked if anyone might be available to help at Trivia Night on Thursday, September 19.

Director Tatarka distributed and reviewed the WPL FY 2018-2019 4th Quarter Report.

The report delineated various statistics Pre- and Post-renovation (PPR) and also included the year to year (YTY) changes.

Circulation is as follows (all are percentage increases): Adult Books 25% PPR, 8.9% YTY; Young Adult Books 58% PPR, 40.1% YTY; Children's Books 42% PPR, 15.9% YTY; eBooks 54% PPR, 43.9% YTY; Downloadable Movies 243% PPR, 54.4% YTY (base number was low as a relatively new service); Downloadable Audio Books 98% PPR, 32.9% YTY. Audio Books and CDs have experienced a decline in circulation in favor of other formats: down 10% PPR and down 12.7% YTY.

Additional statistics showing increases are: Gate Count 8.7% PPR, 2.5% YTY; Patrons Added 12.7% PPR, 18.4% YTY; Website Visits 24.7% PPR, 11.1% YTY. Program Audience increases were as follows: Adult's 6% YTY and Children's 49.4% YTY.

Circulation in July was up 13% compared to last year, breaking 6,000 circulations for the first time. Gate count of 5,687 was up 6% from July of last year.

Director Tatarka and staff were praised by the Board for all they are doing resulting in such stellar statistics related to patron use of our Library. Unfortunately, this level of activity has significantly increased the staff's workload and cut into the time, for example, Director Tatarka has to attend to collection development and other projects that she and the staff would like to implement. Again, the Board expressed its concern that the Library is understaffed.

On August 1<sup>st</sup>, Director Tatarka met with First Selectman Spaulding and Town Administrator Luiz to review the WPL 2018-2019 4<sup>th</sup> Quarter Report and the current status of Library operations.

Director Tatarka distributed copies of the three policies discussed at the July Board meeting reflecting the changes discussed then.

Member Sanborn made a motion to approve the revised Makerspace Policy, 3D Printer Policy, and the Social Media Policy as distributed. Second by Member Hunt. Motion carried unanimously.

Director Tatarka informed the Board of an opportunity to apply for a LSTA grant of up to \$5,000 through the State Library's Division of Library Development for strategic planning assistance. The Board encouraged Director Tatarka to explore this opportunity and the filing requirements.

The New England Library Association is in Mystic Connecticut this year making it feasible for staff to attend. The Conference is October 20-22, 2019.

Member Sanborn made a motion to approve up to \$1,500 to cover the costs for Director Tatarka and Children's Librarian Petrino to attend the NELA Conference in Mystic, CT. Second by Member Ross. Motion carried unanimously.

The Director's Report and Departmental reports are attached.

5. **Bylaws:** As discussed at the July meeting, the Board reviewed the existing Library Board Bylaws. The Board discussed the sections that need to be updated to conform with language in the Town Charter, and also sections that need to be revised to reflect operating protocol. Member Sanborn had reviewed many CT municipal library bylaws and the ACLB Handbook with respect to bylaws and suggested operating protocol. Each area of potential change was discussed. She will create a revised Bylaws document with tracked changes for the Director and the Bylaws Committee to review. The objective is to have a document ready and distributed to the Board within the requirements of the Bylaw's Article X Amendments for a discussion/decision at the September meeting.
6. **Old Business:** None
7. **New Business:** None
8. **Chairmen's Reports:** None
9. **Friends:** Susan Richard reported on behalf of the Friends. The New Yorker and Photography groups will restart in September. A group of New Yorker folks read the Odyssey and had a facilitated group paid by the Friends. Play with Your Food had about 70 attendees and was great fun. Speak Easy is working on fall dates. Ms. Richard reported the Friends' website is almost done. The Friends do not meet in August.
10. **Adjournment:** Member Ross moved to adjourn at 10:00 PM. Second by Member Jansen. Motion carried unanimously.

The next Library Board meeting will be Tuesday, September 10.

Respectfully submitted,

Amy Sanborn  
Secretary

Approved September 10, 2019

Weston Public Library  
Director's Report  
August 6, 2019

### Space Planning

- Children's Room –The Bond Commission has not yet added any State Library Construction Grant projects to an agenda. I have reached out to all of Weston's legislators and they are advocating on our behalf. First Selectman Spaulding wrote directly to Gov. Lamont, and received a telephone inquiry from the State's OPM for additional details. I am optimistic that we will learn new information soon.
- First Selectman Spaulding, Town Administrator Luiz, Ira Bloom (Berchem Moses), Doug LoMonte (Berchem Moses), and I met with architect Hanna Przada, Dick Orenstein, and his attorney Michael Kaelin (Cummings & Lockwood) on July 19 to review the status of the Offutt Center.

### Finances

- The account with Aramark is still status quo. I have not received any detailed reports regarding credit card transactions.
- I will provide the 4<sup>th</sup> Quarter (FY18-19) Munis report at the Board meeting.

### Building

- Lighting fixtures for the office area are on backorder. As soon as they arrive, the Town will arrange for them to be installed.
- Parks and Rec's groundskeeper discovered a broken window near the patio area. Only the outer pane broke, and it was safety glass, so it stayed in its frame. The window has been repaired.

### Library Programming

- Full list of August events is available [here](#).
- Children's Librarian Petrino Summer Reading wrap up party is scheduled along with a Stuff A Bear workshop. So far, we have Barbara Groves volunteering (if she is in Town), and Sadaf Siddiqui's son. We could use a few more hands on Aug. 15 in the evening (Aug. 16 as a rain date).
- September program planning is underway. We will host a trivia night on Sept. 19 and could use a volunteer for scoring or watching a movie with the children.
- Children's Librarian Petrino and I will meet the School Media Specialists and the Director of Digital Learning again at the end of August to develop additional plans for the One Town One Theme program that was suggested in the spring. Children's Librarian Petrino and I plan to tie existing programming into the theme and cross promote with the schools.
- The SpeakEasy group has been in touch and is planning programs for the fall and winter.

### Operations

- The 4<sup>th</sup> quarter report is attached.
- The annual report for the Town will be provided for review at the September meeting.
- For July, circulations were 6,073, 13% over July of last year and the first time we have broken 6,000 physical circulations in one month. Gate count was 5,687, up 6% from July last year.
- A decision on the pay-as-you-go system for printing and photocopying is still on hold as the Library may be able to piggy-back on the School's subscription to Xerox's PaperCut. The schools will need to have a solution in place soon, and we will determine if it is suitable for the Library.
- Novus, the IT vendor now responsible for the Library's routine technology maintenance, made first steps toward separating the public computers and public WiFi from the Town's network. This required several IP address changes and I provided all Library database vendors with the new IPs. Access to all State-provided databases and Ancestry.com has been restored.
- I have made the requested changes to the Makerspace Policy and Social Media Policy and will attach copies for review at the Board meeting.
- fred b. design has been given some minor changes for the Library website. Please see Library Technology Assistant Bennett's report below.

- Library staff discussed use of the funds made available through cancelling Lynda.com. Staff agreed that increasing patron access to Hoopla would be the best use of the funds at this time. These changes went into effect Aug. 1.
- LSTA Planning Grants – based on how the Offutt project progresses over the next few months, I would like to consider pursuing an LSTA Planning Grant for a new Strategic Plan. This would require an orientation session in September, and a deadline for application in October. This grant awards up to \$5,000 for the purpose of developing a new strategic plan.
- As promised last month, I will provide a demonstration of the local history resources our High School intern added to the Library's digital archive.
- The Library has been invited to participate in a discussion in August with Parks & Rec, the Town, and the schools to review program/room scheduling software options to see if it might be possible to partner on a new system that would meet ever department's needs.

## **Staff**

- PT Library Assistant Elizabeth (Annie) Dunn-Aronson started at the Library on July 15. We are very pleased to have her aboard and she is settling in well.
- PT Library Technology Assistant Phillips attended a webinar on Libraries in the Digital Age, which focused on marketing and social media.
- I attended the planning meeting for the Fairfield County Administrator's Group to schedule this FY's programs. I will serve as secretary again this year, with a successor identified.
- I scheduled a meeting for 8/1 with Town Administrator Luiz and First Selectman Spaulding to review the 4<sup>th</sup> Q report and discuss staffing.

## **Departmental Reports**

### **From Technical Services, Karen Bennett**

- freda b. design has been given minor website revisions to implement. These changes were made to reflect changes in services and we reviewed use patron use patterns provided by Google analytics. Changes include:
  - Replacing the Pinterest link with Instagram
  - Changing the Library News box to link to the calendar and new room reservations feature
  - Adding a Makerspace page that can be updated by the Makerspace coordinator
  - Adding a link to highlight the current newsletters and provide a way to sign up online

### **From Children's and YA Department, Alessandra Petrino**

- Summer Reading Program and Challenge are continuing to go well. We have surpassed last year's challenge numbers and currently have 216 children and teens registered.
- 35 of those registered for the Summer Reading program have completed the challenge of reading 1,000 minutes this summer so far and there are 2 weeks left for others to reach that goal.
- We had over 700 people attend summer reading programs in July, which included some of our special performers: creature teachers, Sciencetellers, Steve Corning and Mad Science.