

Weston Public Library Board
Regular Meeting

Tuesday, September 10, 2019
7:45 PM, Public Library Conference Room

Minutes

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

Absent: Amy Jansen, Peter Shih, Denis Toner

Guests: Susan Richard, representing Friends of the Library; Chris Spaulding and Jonathan Luiz, representing the Town

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

1. **Space Planning:** First Selectman Spaulding, joined by Town Administrator Luiz and Director Tatarka gave an update on the status of the State Library Grant and the status with respect to the Bond Commission. The State Library grants will not be on the state Bond Commission's agenda for release of funds at its September meeting. Through her conversations with the State Library, Director Tatarka is cautiously optimistic that it is not being withdrawn. The delay is related to the Governor's negotiations with respect to infrastructure funding, including tolling. First Selectmen Spaulding indicated the Town had looked into whether the September 1, 2019 deadline for filing for next year's State Library grant could be extended to seek matching funding for the Offutt project. This cannot be done statutorily. The upcoming HDC meeting and timing going forward re the Offutt project was discussed. Member Ross strongly suggested that the Library Board conduct a survey of the community to determine its needs and requirements for the Offutt Center building.

Member Sanborn made a motion to change the order of the Agenda and address part of Old Business at this point in the meeting related to the New Yorker and Matthews benches and the HDC while First Selectmen Spaulding and Town Administrator Luiz were still at the meeting. Second by Member Ross. Motion carried unanimously.

The history of the project and installation was reviewed. Guest Richard had informed the Board at its August 7, 2018 meeting that she was told by Paul Dysenroth, HDC Chair, the bench was not a structure and no application was necessary. The HDC has changed its mind and is requiring a filing for both (identical) benches on the Library property. The sense of the meeting is that the Library Board will join with the Town in filing for a Certificate of Appropriateness with the HDC.

Member Sanborn made a motion to return to the Regular Agenda. Second by Member Ross. Motion passed unanimously.

First Selectman Spaulding left at 8:57 PM.

2. **Treasurer's Report:** Treasurer Shih will be unavailable to attend Library Board meetings for the next couple of months. Member Toczek volunteered to fill in as Interim Treasurer, preparing the reports for the Board. Chairman Hunt, a signatory to the bank accounts, will write any checks required in the interim. Arrangements will be made to make sure Member Toczek has everything he needs.

Member Sanborn made a motion to approve Member Toczek as the interim Treasurer. Second by Member Ross. Motion carried unanimously with gratitude.

3. **Minutes:**

Member Ross made a motion to approve the August 6, 2019 Regular Board Meeting Minutes as amended. Second by Member Toczek. Motion carried unanimously.

4. **Director's Report:** Director Tatarka sent the Director's Report and the Draft 2018-2019 Annual Report to the Board in advance of the meeting. Topics discussed included:

Director Tatarka discussed the need for volunteer for Trivia Night on Thursday, September 19. Director Tatarka will take care of prizes from the Director's Account.

The building update included LED lights have been installed (still waiting for lights for area above staff desks) and a UPS (uninterruptable power supply) is still under discussion with Town Hall and the School's IT department. .

Director Tatarka highlighted the successful Summer Reading wrap up party and thanked volunteers Hunt, Coprio, Richard, Eiler, and Saddiqui.

Director Tatarka reported on the August statistics compared to last year. Gate count of 6,013 was up 15% from last August; circulation of 5,158 was down 10% from last August, but all summer circulation was up 7%.

In August, 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. As part of this process, Director Tatarka would need to attend a training session. Unfortunately, given the current staffing situation, she is not able to be away for the training session as scheduled.

Director Tatarka discussed the current staffing levels and challenges with the Board. She explained that after the pre-planned September programming, she is going to have to be more judicious with respect to what is planned and the nature of interdepartmental outreach that can be supported. She reviewed how she is working with and collaborating with the staff to understand and address staffing level issues in advance of the budget season.

Town Administrator Luiz left the meeting at 9:23 PM.

Director Tatarka gave an update on Beautification Committee related activities on the Library Grounds. Unbeknown to Director Tatarka, and Town Administrator Luiz, an excavator showed up early one morning and removed the rhododendrons and blueberry bush(es) outside the Children's Room windows on the parking lot side of the building. The Library Board Bylaws (Article V, (b) clearly delineates that the "The Library Board shall (b) establish rules and regulations for the use, care, and maintenance of the Library facilities and property;" The Board charged Chairman Hunt with talking to Beautification and having them give her a plan as to their thoughts on what they want to use to replace the rhodies and what the plan is for moving a Japanese maple tree. Chairman Hunt will call a meeting of the Library Board's Buildings and Grounds Committee to review the plan. Given the time of year, the Board was willing to give the B&G Committee authority to approve a plan so as not to hold up fall planting.

Director Tatarka asked for comments on the Draft Annual Report. The Board commended her not only for the report, but the successful year the Library has had based on her and the Staff's efforts. The Annual Report will be filed with Town Hall.

The Director's Report, Departmental reports and the 2018-2019 Annual Report are attached.

5. **Chairmen's Reports:** None
6. **Old Business:** Bylaws. Member Sanborn distributed revised draft Bylaws to those present. She went through the document and explained the proposed changes and logic. The document is annotated with comments explaining changes for those not in attendance. During the review, a couple of changes were caught. Member Sanborn will send the document to full board on Friday, requesting that each board member email her directly by the end of business next Tuesday. She will compile the comments and the Bylaws Committee will meet to create a final draft for review and possibly a vote at the October Library Board meeting.

There has been some discussion with Town Hall as to what, if any, the review process should be from across the street. The WPL Board is a governing (not advisory) board. According to the State Library website: *Trustees of governing library boards are public officers and are legally responsible for the governance of the library and conducting its operations in accordance with local, state and federal laws.* Additionally, bylaws are the main governance documents for an organization. Reviewing the protocol for the December 3, 1996 Library Board Bylaws revision (last time revised), reading the Library Board Minutes and the BOS Minutes from then, there was no involvement from the BOS. Taken altogether, the sense of the meeting was, that we would review and possibly approve, revised Library Board Bylaws at the October meeting and then forward them to Town Hall.

7. **New Business:** Member Sanborn raised the concept of doing something for “retired” Member Langlois after 36 years of meritorious and generous service to the Library Board. Member Sanborn is waiting for a call from former Member Langlois’ husband to discuss various ideas, including their favorite restaurant.

Member Ross made a motion that the Library Board spend up to \$700 on a gift (possibly a sundial) and restaurant gift certificate. Second by Member Groves. Motion carried unanimously.

Chairman Hunt reported on plans for a Founders’ Day celebration on Friday, October 11th on the front lawn at Town Hall initiated by the Beautification Committee. This idea came up after our last Library Board meeting. In particular, she addressed what the Library and Library Board’s involvement should be. The Library/Library Board has been assigned the 1900s along with the Senior Center and the National Honor Society. Issues discussed included expectations of volunteers and staff (including staff time), activities and presentation(s) to be determined and created (use of button maker and posters for each decade were mentioned), and cost. Director Tatarka again mentioned how participating in these outreach activities take staff away from the hours scheduled to perform their regular duties, especially if a union employee. There is another meeting tomorrow. Chairman Hunt was asked to find greater clarity about expectations and commitment. The sense of the meeting was that Director Tatarka could make a decision as to the nature of Library participation considering tradeoffs between impact on staff and Library being “absent.” She will also make this decision based on the cost and the quality of the product that can be produced within such a short time frame. No board members in attendance other than Chairman Hunt have time to volunteer for this. There is no rain date.

8. **Committee Chairmen’s Reports:** None
9. **Friends:** No report this month due to lateness of meeting.
10. **Adjournment:** Member Toczec moved to adjourn at 10:58 PM. Second by Member Sanborn. Motion carried unanimously. Member Ross had left the meeting at 10:30 PM.

The next Library Board meeting will be Tuesday, October 1.

Respectfully submitted,

Amy Sanborn
Secretary

Approved October 1, 2019

Weston Public Library
Director's Report
September 10, 2019

Space Planning

- Children's Room –Thank you to the Board members and also to the Friends who reached out to the State on behalf of the Library. I learned from Sen. Haskell's office that the Bond Commission does not plan to meet in September to discuss Library grants. I will keep the Board in the loop when I have news.
- The Historic District Commission is scheduled to receive the application for the Offutt Center on Sept. 4.

Finances

- The Town has been discussing requiring purchase orders through Munis for purchases made by all Town departments. The Finance Department has provided access for all Library staff who place orders (Nancy Lincoln, Alessandra Petrino, and myself). We are awaiting next steps.

Building

- The majority of the new LED fixtures for the office area have been installed. We are waiting on the lights for the area above staff desks. Those are a special order, and I expect them to arrive in early September.
- Town Administrator Luiz and I met with Shamrock, the Town's cleaning company, on 8/20 to discuss the schedule for annual cleanings (such as carpet, cork, etc.). These were previously conducted when Shamrock had the equipment on-site for the Schools, and we are overdue for several of these services. We have established a schedule, and I will be monitoring to insure the work is completed on time.
- Although reported at a previous meeting that the Beautification Committee was planning to do a heavy pruning around the Library, there were further plans to remove a number of plantings with an excavator. Based on the Board's reaffirmation several months ago regarding involvement in decisions for the Library grounds, I connected the Beautification Committee with Chairman Hunt.
- Town Administrator Luiz believes he may have a UPS for the Library's switch. I will follow up with him.

Library Programming

- Full list of September events is available [here](#).
- Children's Librarian Petrino's Summer Reading wrap up party was a huge hit with over 150 in attendance. Please see Children's and YA Librarian Petrino's report below. Thank you to Anne Hunt, Marina Coprio, Susan Richard, Anna Eiler, and Sahir Saddiqui for volunteering.
- Children's and YA Librarian Petrino and I meet with the School Media Specialists and the Director of Digital Learning at the end of August to develop additional plans for the One Town One Theme program that was suggested in the spring. The Schools will be launching a hashtag and website to feature all of the events and we will be cross-promoting.
- The SpeakEasy group has been in touch and is planning programs for the fall and winter.

Operations

- The annual report for the Town is attached for Board review and approval.
- August gate count: 6,513. August circulations 5,158.
- A quote from Xerox for PaperCut, the pay as you go printing and photocopying solution, should be available soon.
- We are excited to report that the first digitized issues of *The Forum* are now available through the Library's website.
- A storm on 8/19 negatively impacted the Internet and phones at the Library. Google and Gmail were unavailable for 2 days. Voicemail was malfunctioning and I am awaiting a resolution.
- LSTA Planning Grants – I mentioned last month that I would attend the training session in September and pursue an LSTA planning grant in October. I will do my best to pursue this grant, but with current staffing issues, I may not be able to proceed as we will not have enough staff to open the Library on 9/20, the day of the training, if I attend.

- I participated in the discussion on program/room scheduling software with Parks and Rec and the Town on August 20. At the current time, I do not see any system they implement replacing EventKeeper, but I asked that they keep the Library involved in case we can find any efficiencies.

Staff

- PT Children's Library Assistant Nicole Mitchell resigned on August 21. Children's and YA Librarian Petrino and I are reviewing the staffing situation in Children's to develop a plan on how to proceed.
- Madeline Lawler joined the Library as a Page in August. She replaces Illona Bos, who graduated this year.
- Children's and YA Librarian Petrino and I are thankful for the Board's support to attend NELA. We will both attend two days, staggered, so as to have minimal impact on staffing.
- Karen Bennett and I attended a Stop The Bleed training the EMTs offered for Town employees.
- We are implementing the start of a staff rotation for Sunday hours. The first rotation will occur in October, and as new staff comes on board, occasional Sundays will become a requirement.
- I attended a WebJunction webinar on Technology Planning For Today and Tomorrow on August 27.
- I will provide an update on staffing discussions.

Departmental Reports

August Highlights from Children's and YA Department:

- Summer Reading Program and Challenges ended on August 16th. We had a total of 230 people register for the challenge.
- 57 of those registered for the Summer Reading program have completed the challenge of reading 1,000 minutes
- This was the first year we counted minutes instead of books. There were a total of 132, 039 minutes read this summer.
- We had a wonderful turnout for our August special performers including John Higby "The Yo-Yo Guy," Turtle Dance Music and our End of Summer Reading Party.
- The end of August will include two more special programs: ASL signing for children with sign language interpreter Brittany Pfeiffer and Listen and Learn with pianist Rosemary Boone.
- School-year programming will begin again the second week of September.