

Weston Public Library Board
Regular Meeting

Tuesday, October 1, 2019
7:45 PM, Public Library Conference Room

Minutes

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

Absent: Peter Shih

Guests: Susan Richard, representing Friends of the Library; Chris Spaulding, First Selectman, representing the Town
Ted Craft, Weston Today, in audience.

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

1. **Space Planning:** First Selectman Spaulding gave an update on the status of the Offutt Center Project with respect to the Historic District Commission process. They will be meeting next on Wed., October 2nd (tomorrow night) at 8 pm in the Town Hall Meeting Room. The Board discussed preparing a survey to send to patrons regarding what items they might like to see in the addition. There was also a preliminary discussion of the possibility of doing a fundraiser with various groups in Town to offset the cost of equipment for the space. It could be next year, identified incorrectly as the 80th anniversary of the founding of the Library in 1935. (2020 is actually the 85th anniversary.) The Board and the First Selectman also discussed potential operating costs and revenue streams.

The First Selectman and the Board discussed the status of the State Library matching grant and the Bond Commission meeting to release the funds awarded in November 2018 for the Children's Room renovation, among other grants the Town has been awarded. The delay in the release of funds is related to the Governor's negotiations with respect to infrastructure funding, including tolling. Hope was expressed that the release of State Grants would be on the October Bond Commission agenda.

First Selectman Spaulding left the meeting at 8:22 PM

2. At this point in the meeting, the Board welcomed new Member, Debby Katz. Introductions were made.
3. **Treasurer's Report:** Interim Treasurer Toczek reported a basic Funds Activity Report for August. September was not available as month ended yesterday. He needs Treasurer Shih's logon and password to access the account to see the detail of the transactions. Chairman Hunt will connect with Treasurer Shih or Ellen McCormick to obtain the logon and password. Alternatively, she will get a logon and password and share hers with Interim Treasurer Toczek

Member Ross made a motion to accept the August, 2019 Funds Activity Report. Second by Member Jansen. Motion carried unanimously.

4. **Minutes:**

Member Ross made a motion to approve the September 10, 2019, Regular Board Meeting Minutes. Second by Member Toczek. Motion carried. Voting in favor were Members Hunt, Ross, Sanborn and Toczek, with abstentions from Members Jansen and Toner (absent) and Member Katz, new to the Board this month.

5. **Director's Report:** Director Tatarka sent the Director's Report. Topics discussed included:

Director Tatarka reported on the September statistics. Circulation for the month was 4,001, the second highest September (after last year). Gate count was 5,043, about the same as last September.

Director Tatarka gave an update on filling the open part time Children's Library Assistant position (shared). Review of applications was to begin September 30. With few responses, this deadline will be extended. Director Tatarka shared her plan to increase the reach of the search process to local universities.

A classical guitar concert with Francesco Barone did not work for November. It is scheduled for Sunday, February 9, 2020 at 3 PM with a snow date of February 23rd.

Director Tatarka had distributed the Town of Weston Incoming Loan Agreement Form for Artwork and the Policy on Use of Community and Conference Rooms (amended for new Loan Agreement Form).

Member Sanborn made a motion to approve the Town of Weston Incoming Loan Agreement Form for Artwork and the Policy on Use of Community and Conference Rooms, as amended. Second by Member Toczek. Motion carried unanimously.

The Director's Report, Departmental reports are attached.

Director Tatarka outlined a request received by Main Street Weston, a Weston Women's League event run to benefit the Weston Warm Up Fund in November. The League will be selling ornaments for the Warm Up Fund at Main Street Weston. They have requested that there be an evergreen tree in the library to display the ornaments. They would supply the tree, subject to Director Tatarka's approval of the tree and her selection of the location. Director Tatarka suggested that Library also purchase a menorah to display in the Library. The Board discussed the possible issues and appropriateness related to these displays. After much discussion,

Member Toner made a motion to have a tree to display the ornaments and the purchase of a menorah, subject to the above, on a trial basis. Second by Member Katz. Members Groves, Hunt, Jansen, Katz, Ross, Sanborn and Toczek voted in favor; Member Ross voted against. Motion passed.

Additionally, Director Tatarka reported that all the lighting work in the staff area has been completed.

6. **Chairmen's Reports:**

Beautification: Chairman Hunt reported on the situation with Beautification and the plantings around the Library. The blue spruce and the Japanese maple near the sliding doors need to be transplanted or removed. Decisions need to be made about plantings around the outside of the Children's Room and what might replace the trees. One open question is who is paying for this to be done? There will be a meeting on October 2nd with the Library Builds and Grounds Committee and Beautification to move this process forward.

Bylaws: Member Sanborn distributed revised draft Bylaws in advance of the meeting reflecting

comments received from the Board at the September meeting. All were asked to respond individually, not reply all as this is not appropriate under FOIA, with questions or further comments by the close of business Tuesday, October 8th. Member Sanborn reviewed each proposed change as discussed last month and any proposed changes as incorporated in the draft distributed to the Board in advance of the meeting. For each proposed change, the Board took a sense of the meeting. The sense of the meeting was that all proposed changes were appropriate.

Member Ross made a motion to accept the amended Bylaws of the Weston Public Library Board as presented and discussed. Second by Member Groves. Motion carried unanimously.

Member Sanborn made a motion to nominate retired Board Member Lynne M. Langlois as a Trustee Emeritus, pursuant to new Article X of the amended Bylaws. Second by Chairman Hunt. Motion carried unanimously.

7. **Old Business:** Retirement of Member Langlois was discussed. Gift was discussed. Also, Member Sanborn presented for consideration the nomination of Mrs. Langlois for an ACLB Lifetime Achievement Award. This was discussed and the draft nomination letter read for the Board's consideration. Nominations for ACLB awards are due by Friday, October 11th. The sense of the meeting was to proceed given Mrs. Langlois' 36 years of meritorious service to the Library and the community.

Founders' Day is scheduled for Friday, October 11th. There are no volunteers available other than Chairman Hunt.

8. **New Business:** Board members need to think about Committee assignments for discussion in January. Information for new Board members needs to be pulled together and distributed. Link from Director Search with the documents is no longer accessible. The Board Contact List will also be updated and distributed. The Budget Committee will be Members Sanborn and Toczek.

9. **Friends:** The New Yorker Book Groups and Photography Group are going well. The Friends are sponsoring a Kindness Advantage Program with Dale Atkins on Oct. 3.

The SpeakEasy group has been in touch and is planning a program on Nov. 21 with Jeremy Schaap of ESPN. Thank you to Susan Richard for continuing to participate in planning meetings with the SpeakEasy group. The Friends are working to formalize an investment and gift policy.

10. **Adjournment:** Member Ross moved to adjourn at 10:22 PM. Second by Member Toczek. Motion carried unanimously.

The next Library Board meeting will be MONDAY, November 4th. (Change due to Election Day on Tuesday, November 5th.)

Respectfully submitted,

Amy Sanborn
Secretary

Approved November 4, 2019

Weston Public Library
Director's Report
October 1, 2019

Space Planning

- Children's Room –Thank you to the Board members and also to the Friends who responded to my most recent email and reached out the Weston's representatives, as requested by State Librarian Wiggin. There is some optimism that the Bond Commission will include the pending library projects on their Oct. agenda. I will keep everyone in the loop with what I learn.
- The Historic District Commission is scheduled to meet to review the Offutt Center on Oct. 2 at 8PM in the Town Hall Meeting Room.

Finances

- I will have the 1st quarter budget report ready as part of the overall 1st quarter report available at the November meeting.
- We received notice on Sept. 27 that staff will begin using Munis for purchasing on Oct. 7 and full implementation will be Nov. 4. I am currently reviewing the documentation provided to determine how to best train staff on these new procedures.

Building

- All lighting work in the staff areas is complete.
- We have had periodic issues with the cover for the septic cleanout being removed. I keep an eye on it during the week, but it was moved over the weekend, resulting in a dangerous situation to which Weston Police responded. Town Administrator Luiz arranged for Building Maintainer Cobelle to replace the cover with a larger, heavier one.
- Town Hall and the Library have received complaints about the relocated handicapped parking. Town Administrator Luiz is working with DPW Head Martirano to address the situation.
- The Library received complaints about potholes in the parking lot. DPW patched the holes on 9/26.
- The Schools' IT department provided specs on a UPS they feel would be adequate to support the Library's switch. It will cost between \$600 -\$700. Town Administrator Luiz and I will meet in June to determine how to purchase the switch. In the meantime, Town Administrator Luiz has arranged for a POTS line to be installed at the Library so that staff may still reach emergency services if there is a power outage.

Library Programming

- Full list of October events is available [here](#).
- The Library was kindly invited to have a table at the Weston Flea. Foot traffic was good, and the Library offered free button making, a raffle for a coffee mug, and books for sale to promote the Friends semi-annual sale in November.
- Children's Librarian Petrino and I are awaiting more information about the Weston Kindness launch, which is being coordinated by the Schools. We do not believe it will be launched in time to help with the promotion for the Friends' Dale Atkins Kindness Advantage program on Oct. 3.
- The SpeakEasy group has been in touch and is planning a program on Nov. 21 with Jeremy Schaap of ESPN. Thank you to Susan Richard for continuing to participate in planning meetings with the SpeakEasy group.
- The Library and the Commission for the Arts are participating in a county wide art show called Art and Text. So far, we have two confirmed artists, Judy Witter and Liz Ward. There may be additional artists. There are 13 participating libraries, and the Weston show will be on display for October and November. Reception date TBA.
- Library staff will provide a tie dye craft and button maker demonstration at Founders Day.
- The Library is hoping to work with the Friends and LWV to schedule programming in the spring in recognition of the 100th anniversary of 19th amendment. If the Library Board is interested in sponsoring or co-sponsoring any events, please let me know.

Operations

- The 1st quarter report will be provided at the November meeting.
- The annual report to the State is due November 15. I am working on completing the report.
- September circulations were 4,001. This is our second highest circulating September on record, but down 11% from last September, which was our highest circulating September on record. Gate count was 5,043, which is about the same as last year.
- I have received the quote for the Xerox PaperCut service (pay-as-you-go photocopying and printing), and I am working to find a time to meet with Town Administrator Luiz to review.

Policies

- The Commission for the Arts has been working with Town Administrator Luiz to create a waiver for incoming art work. Anne circulated the waiver in advance of the Board meeting. I believe this will only require a minor change to the Library's Room Use Policy. I have drafted the change and attached the policy with the Director's Report.

Staff

- The Library has posted the vacant PT Children's Library Assistant position with a date of Sept. 30 to begin reviewing applications. PT Children's Library Assistant Bobbi Essagof will resume her current schedule Oct. 7.

Departmental Reports

From Alessandra Petrino, Children's and Teen Librarian

- This month we did two special programs with Girl Scout Elise Russell. Elise taught children and teens how to make headbands and blankets out of recycled fabrics, including t-shirts. This was the final step in Elise achieving her Girl Scout Gold Award which is the highest achievement a Girl Scout can attain. Both programs were extremely successful with having over 30 participants. Parents have already requested another class for their children.
- School-year programming has started and we are back to our normal storytime and after-school program schedule.
- We have lined up several special programs and performances for October.

From Nancy Lincoln, Circulation

- The Library's new page, Madeline Lawler, has complete training and has started her Saturday hours.