

Weston Public Library Board  
Regular Meeting

Monday November 4, 2019  
7:45 PM, Public Library Conference Room

Minutes

Attendees: Barbara Groves, Anne Hunt, Amy Jansen, Amy Sanborn, Cyprian Toczek, Karen Tatarka

Absent: Debby Katz, Rick Ross

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

Meeting called to order by Chairman Hunt at 7:49 PM.

Member Sanborn made a motion to move Item #2, Offutt Committee, to the first item on the agenda. Second by Member Groves. Motion carried unanimously.

**1. Offutt Committee:**

The Board discussed the status of the Offutt project with First Selectman Spaulding and Town Administrator Luiz. The Offutt Center Committee will be meeting on Thursday, November 7<sup>th</sup>. Topics discussed included the possibility of engaging surveyors and engineers (civil and structural) now, and how they will be paid; obtaining cost estimates; replacement of Dick Bochinski with Steve Ezzes on the OCC; consulting architect process; survey related to prioritizing OCC offerings; next steps related to MOA.

Member Sanborn made a motion to accept the resignation of Dick Bochinski from the Offutt Center Committee and to appoint Steve Ezzes to fill his vacancy. Second by Member Toczek. Motion carried unanimously.

Guests Spaulding and Luiz left the meeting at 9:07 PM.

**2. Chairmen's Reports:**

Chairman Hunt reported that Beautification would be meeting on Wednesday to discuss cost and status of moving the trees by the sliders and spring plantings. The Board discussed redrafting the memo from the Board to Beautification outlining the relationship between the Library Board and Beautification and the protocol that must be followed with the Board and the Director going forward to avoid any misunderstandings.

Committee assignments, Officer "replacement," and meeting dates for 2020 were tabled until new Board members are appointed in December.

Member Sanborn distributed a proposed amendment to the Library Board Bylaws approved at the October meeting. The Board discussed the proposed amendment to Article V. No vote could be taken until the next meeting given the notification provisions required in Article XI, Amendments of the Bylaws.

**3. Space Planning:**

Director Tatarka reported that the timing of the release of funds under the State matching grant is still uncertain. State Librarian Ken Wiggin is planning to meet with the Governor with the hope of having the money released before he retires at the end of the year.

#### **4. Treasurer's Report:**

Interim Treasurer Toczek reported a basic Funds Activity Report for September. Member Hunt will be writing the checks going forward until we have elected a new Treasurer. Her email and phone number will be added to the account, if possible.

Member Jansen made a motion to accept the September 2019 Funds Activity Report. Second by Member Sanborn. Motion carried unanimously.

#### **5. Minutes:**

Member Toczek made a motion to approve the October 1, 2019, Regular Board Meeting Minutes. Second by Member Jansen. Motion carried unanimously.

Member Groves left the meeting at 9:30 PM.

Member Toczek discussed the possibility of the Library hosting a car show in May. More details will be provided in December.

#### **6. Director's Report:**

Director Tatarka gave an update on the Town's new purchase order policy. The budget is on track for FY 2019-2020. The budget is ahead on the part time salary line.

With respect to the building, Director Tatarka discussed the frustration when there is a power outage. There was a brief discussion of the possibility of a generator being included in the Offutt project, or the possible installation of Tesla batteries, or the equivalent.

Director Tatarka reported on the October statistics. The library is beginning to see an expected post-renovation leveling off. Circulation for the month was 3,605, a 17% decrease from last year but up nearly identical to FY17-18. Gate count was 5,846, a decrease of 6% from last year, but up 10% from FY17-18. Director Tatarka reviewed the first quarter report for FY19-20. Audio books and CDs were down in the first quarter compared to the first quarter for the last couple of years. Downloadable periodicals were down as well. This is likely due to a change in the platform and may require patron education. Director Tatarka indicated that she believes some of the statistics are down due to the staff being pulled from their regular responsibilities due to other, new Town initiatives.

Director Tatarka expressed appreciation to the Board for supporting Children's Librarian Petrino and her attendance at the New England Library Association Conference in October. A report on the conference is included in the Director's Report.

The Code of Conduct Policy was discussed related to dogs in the Library. An amendment will be distributed and will be discussed and voted upon at the December meeting. Adding a vaping prohibition was also discussed.

Creative Library Concepts has indicated that with the delay in beginning the Children's Room renovation, it is likely that the shelving cost estimate will go up due to tariffs on the metal.

Plans for the FY20-21 budget process were discussed. The Budget Committee will meet with Director Tatarka at 10 AM on Friday November 15.

The Director's Report, Departmental reports are attached.

**7. Old Business:**

Retirement of Member Langlois was discussed. There is still no word regarding the ACLB Lifetime Achievement Award.

Discussion of the endowment memo was tabled given the hour; Member Sanborn will have revised mock up for the Vitale plaque at the December meeting.

**8. New Business:** The Board discussed making a contribution in honor of former Treasurer Peter Shih when the details are made available.

**9. Friends: Susan Richard gave an update on the Friends' activities.** The Book Sale went quite well. The New Yorker Book Groups and Photography **Club** are going well. The Photography Club has purchased reusable frames and mats for shows in the Community Room. The SpeakEasy group is planning a program on Nov. 21 with Jeremy Schaap of ESPN.

**10. Adjournment:** Member Jansen moved to adjourn at 11 PM. Second by Member Toczek. Motion carried unanimously.

The next Library Board meeting will be Tuesday, December 3rd.

Respectfully submitted,

Amy Sanborn

Secretary

Approved January 7, 2020

Weston Public Library  
Director's Report  
November 4, 2019

**Space Planning**

- Children's Room –The Bond Commission did not meet in October. At the most recent Advisory Committee for Library Planning and Development (ACLPD) meeting, State Librarian Wiggin informed the committee that he would be scheduling a meeting with Governor Lamont to discuss the delays. I will keep the Board in the loop with what I learn.
- The Historic District Commission approved the conceptual drawings for the Offutt Center and the drawings will now go out to a cost estimator. The Offutt Center Committee is scheduled to meet Nov. 7 to discuss next steps.

**Finances**

- 1<sup>st</sup> Q budget report will be distributed at the meeting.
- I have begun using Munis to process all of the Library's invoices and conducted an overview with Nancy Lincoln and Alessandra Petrino, who will also need to learn how to enter purchase orders. Several Town employees are having issues accessing the software, including Alessandra. Munis has yet to resolve this issue and I suspect it won't be resolved by the Nov. 4 live date. I am working with the Finance Department as issues come up with creating and processing purchase orders.

**Building**

- The Library has experienced several issues in regard to misuse of facilities involving the patio area and public restrooms.
  - Garbage is being left on the patio and as there is no cleaning service for the exterior of the facility, staff are picking up trash. I have spoken to people I see sitting out there and have also discussed the possibility of adding an outdoor garbage can with the Town Administrator. As we are closing the patio on Veteran's Day, any decisions will wait until spring.
  - We have had two instances in the last two weeks of intentional defiling of the Men's Room. These instances both happened in the afternoon after the Town Building Maintainer has left for the day at 2:30, but before the cleaning service comes in. Staff were left to address the situation. The police have advised relocating a camera to more closely monitor the doors to the restrooms. The Town Administrator has asked the cleaning company, Shamrock, to make a pass through the public restrooms when they first arrive. If there is no one to address the issue, we will lock the restrooms and provide access to Town Hall, if this is permissible through the regulations of the Westport Weston Health District. I have also discussed with the Town Administrator the issues with having no custodians or handymen available for a good portion of the Library's business hours and we are developing a plan.
  - We had issues with garbage cans not being emptied in the building several times this month. Staff emptied the full cans before the Library opened.
- The Library septic was pumped Oct. 30. It had not been pumped since 2016. I am working with the Town Administrator on a list of routine maintenance items so that there is clarity on responsibility and when maintenance items are due.

## **Library Programming**

- Full list of November events is available [here](#). Makerspace Facilitator and Social Media Coordinator Abigayel Phillips has taken on adult programming in the Makerspace. Due to staffing limitations, I am focusing more on passive programming for adults going forward.
- Children's Librarian Petrino and I are awaiting more information about the Weston Kindness launch. We have the Weston Kindness banner, which will also be hanging at the schools, ready to go, but we have not had any additional information about when it will launch.
- The SpeakEasy group is ready to promote the program with Jeremy Schaap on Nov. 21. Marketing will be going out shortly.
- The Library and the Commission for the Arts pulled together a lovely show for the County-wide Art and Text exhibit and held a reception on Oct. 19, which was well attended. The show will be up through the end of November. Abigayel Phillips was able to develop flyers and social media content for the show as it is being sponsored jointly by the Library.
- Founders Day went well. Alessandra offered a tie-dye craft and masks for the children to decorate, which was very well received. The WPL buttons and blank buttons to decorate were popular as well. Children enjoyed using the button maker. The Library craft table was busy throughout the event.
- The LWV is interested in co-sponsoring some programs to celebrate women's suffrage. I will share more details as they become available.

## **Operations**

- The 1<sup>st</sup> 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.
- October circulations were 3,605, a decrease of 17% from last year but nearly identical to FY17-18. Gate count was 5,846, a decrease of 6% from last year but up 10% from FY17-18.
- I met with an additional pay-as-you go vendor for printing and photocopying at the New England Library Association Conference. They work specifically with libraries and have packages designed for small libraries. I will be doing a webinar with them the week of Nov. 4 and hope to be able to present my recommendations to the Town Administrator for a payment vendor soon.
- Review of gift from former Board member Bruce Angeli

## **Policy**

- Consideration of Town Ordinance 12-3 regarding dogs.

## **Staff**

- Children's Librarian Petrino and I are appreciative of the Board's support in attending the New England Library Association conference this year. Summary reports of breakout sessions attended are included under Departmental Reports.
- Children's Librarian Petrino and I conducted interviews for the PT Children's and Young Adult Library assistant and the Town extended an offer to Laura Ivy. Laura has accepted and began her training Oct. 31. We are very pleased to have Laura on board and think she will be an excellent addition to the team.
- Staff attended a variety of professional development opportunities this month. Please see the Departmental Reports below for details.

## Departmental Reports

### Children's and YA Department – Alessandra Petrino

#### Professional Development:

- Oct. 2- Attended Fairfield County Children's Librarians Roundtable at the Ridgefield Library. We discussed children's programmers and special performers, best times for paid programming (weeknights vs. weekends), cost of performers, and using local community members with special talents.
- Oct. 4 - Attended the CLA Children's Conference at Wallingford Library. Day Conference. Topics included Kindness Programming at the library, how to teach children about kindness in passive ways, how to use technology in children's programming (ozobots, VR, cubelets, and dash & dot). We finished with Guerilla Storytime (anonymous hat of questions/concerns/hypothetical situations people have around storytime and children's programs in the library).
- Oct. 21-22: Attended the New England Library Association (NELA) conference in Mystic, CT.
  - Workshops attended:
    - Understanding the Mechanics of Literacy Acquisition for Targeted Reader's Advisory
      - Emergent & Early Readers and how to make connections
      - Top down vs. Bottom up processing
      - Promotion of self-efficacy in younger children
      - Importance of Graphic Novels and promotion of them to reluctant readers (whose parents are reluctant about Graphic Novels)
      - Including Writing in the library
    - What's Play Got to Do With It?
      - Every Child Ready to Read in action
      - Play and Child Development
      - Programming Play
      - Home to have them bring play home
      - Planning a Playspace and adapting to your needs
    - Civic Engagement & Teen Voters
      - Educate new voters on their rights, voting process, ways to get involved
      - Common questions to be able to answer for new voters
      - Knowing your local election process
      - Having handouts available in teen spaces
      - What can you say/can't you say
    - Sparking a Love of Literacy
      - Creating a Book Bunch for Grades 1-2
      - Creative Writing for Grade 2
    - Keeping up with STEM
      - TLC vendor/shop
      - SmartTECH for technology assistance questions
    - Connected Learning: Transforming Teen Services
      - What is connected learning? Interests, relationships, opportunities

- Purpose of connected learning: production-centered, shared purposes, openly networked.
- Oct. 29 - Attended Storytelling Roundtable at Middletown Service Center. Spoke about the importance of storytelling. Different types of storytelling: personal, folklore, fictional, storybook. Benefits of using/not using props in stories.

**Meetings/Local Outreach:**

- Oct. 7 - Attended Weston Coalition meeting
- Interviewed prospective candidate for Children's/YA Assistant position on October 8. Our new person, Laura Ivy will begin training on October 31.
- Oct. 17 - Attended Programming meeting with Karen and Abigayel to discuss November programs
- Oct. 11 - Helped with crafts at the Library table at Founder's Day
- Oct. 29 - Met with the Westport/Weston YMCA Youth and Teen Director to discuss collaborative programming
- Oct. 30 - Attended Department Head meeting with Karen T, Karen B, and Nancy

**Children's/YA Notable Programs:**

- ACT practice Test on October 6 had a great turnout for testing of 11 students.
- Code Ninjas STEM program on October 8
- Music with Ray on October 15
- Spooky Cookie making on October 15
- Pumpkin Painting on October 24

**Upcoming:**

- New Children's Book Clubs to be in November including a Graphic Novel Club, a YA Fiction Book Club and in coordination with Girl Scout Gold Award Prospect, Leila Troxell, Book Buddy Club for children ages 7-9 (4 week series).

A photo from the Costume parade on Oct. 31 at the Library:



## **Administrative Department – Karen Tatarka**

### **Town Meetings**

- Oct. 1 - Meet with Rick Darling on Oct. 1 to discuss invoicing situations unique to the Library to determine the best way to address them in Munis and to help alleviate some of the burden on staff for entering purchase orders.
- Oct. 2 & 16 - Attended Historic District Commission Meetings in relation to the Offutt project on Oct. 2 and 16
- Oct. 5 - Attended the State of the Town program sponsored by the LWV to hear any feedback about the Offutt Center project. It was brought up several times and received support from those in the room. The Selectmen provided an update on the status of the project.
- Oct. 10 - Conducted an overview session with Nancy and Alessandra on entering purchase orders in Munis.
- Oct. 11 - Met with Katie Buch to discuss staff vacation/sick time. The Town no longer prints balances on paystubs, so I will be receiving a report monthly and will be communicating the information to staff so that they can be sure to use their time.
- Oct. 11 – Attended Founders Day and helped promote the Library’s Makerspace with the Button Maker.
- Oct. 15 - Met with Maria Rowbotham from the Weston Women’s League to discuss locations/logistics for the Warm Up Fund tree, as approved by the Board in September.
- Oct. 15 - Attended the Commission for the Arts meeting to discuss some discrepancies in the planning calendar for Art Shows.
- Oct. 16 - Reviewed potential locations for Offutt sculptures with Town Administrator Luiz, Claudia Hahn, and Anne Hunt.
- Oct. 18 - Attended the Commission for the Arts reception for the Art and Text show.
- Oct. 29 - Met with Town Administrator Luiz to review maintenance/cleaning issues.

### **Professional Meetings**

- Oct. 9 - Attended the monthly Fairfield County Library Administrator’s Group (FLAG) meeting in Wallingford. The invited speaker presented information on the 2020 Census and how Libraries can help. I have arranged a presentation on the 2020 Census for the Library on Nov. 21 at 12:30pm.
- Oct. 17 - Conducted monthly Programming Meeting with staff responsible for holding programs to organize our marketing effort and to insure there is no overlap or conflicts.
- Oct. 20&21 - Attended New England Library Association (NELA) Conference. Breakout sessions attended included:
  - Making for Everybody – developing makerspaces that appeal to all ages
  - Intentional Diversity Practices for Radically Inclusive Libraries – building authentic collections, bringing diversity to non-diverse communities
  - We Are Legion: Hosting Fandom/Pop Culture Events – ideas for successful fandom/pop culture events



- How Your Library's Brand Can Lift Up Your Advocacy – creating a consistent brand and logo, emotional branding, marketing materials
- Planning For the Unexpected – importance of training and disaster preparedness and related policies to mitigate natural and manmade disasters and situations.
- How Libraries Can Help Community Members Avoid Scams – overview from representative of the FTC on common scams and how to identify them
- Put(t)ing the Fun in Fundraisers – How to hold a successful library mini-golf fundraiser. Received contact information for 2 mini-golf companies
- Oct. 23 - Attended the Advisory Committee for Library Planning and Development (ACLPD) meeting. This is a committee of the State Library. The State Library provided updates on DeliverIT (the State's ILL courier service) and the Bond Commission.
- Oct. 30 – Held Department Heads meeting for staff to bring all departments up to date with

### **Technical Services/ILL – Karen Bennett**

#### **Professional Development**

- Oct. 11 – attended CLASS Conference at the Wallingford Public Library. It was only a half day event this year with no choice of sessions. The theme was Staying Safe. The two sessions presented were Responding to an Active Shooter and 2020 Census. The major focus of the active shooter presentation was to try to have an action plan in place--know where exits are, alarms, fire extinguishers, first aid kit and how to respond--run, hide, or fight. The 2020 Census program went over the methodology of the census and how to help patrons with questions fill it out.
- Oct. 24 - attended biannual Bibliomation Cataloguing meeting at the Stafford Library. The major focus was how the web-based client will affect existing workflow.

#### **Operations**

- ILL statistics are down from last year due to state delivery problems. They are down 3 drivers and hope to be back to normal by early December.