

Weston Public Library Board
Regular Meeting

Tuesday December 3, 2019
7:45 PM, Public Library Conference Room

Minutes

Attendance: Anne Hunt, Amy Jansen, Rick Ross, Amy Sanborn, Cyprian Toczek, Barbara Groves, Karen Tatarka
Lynne Langlois, Trustee Emerita

Absent: Debby Katz

Guests:

Susan Richard, representing Friends of the Library

Lori Goertz, Rachel Leff, Sharon Murphy, Ilisa Nussbaum, all candidates for open Library Board seats

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

Chairman Hunt distributed Working Together: Roles and Responsibilities Guidelines from the ACLB Handbook to the candidates for the open Library Board seats in attendance.

1. **Chairman's Report:**

Children's Room: Director Tatarka reported that the State Bond Commission is currently scheduled to meet on December 13th. No agenda is posted. There is some hope that the agenda will include the release of the State Library matching grants that were approved in November of 2018. The State Library has released the State Grant approvals for 2019. It is likely that the shelving pricing will increase due to tariffs. The numbers will be reworked. Member Ross will be seeing the State Treasurer at a meeting in Hartford and will make a pitch to him regarding the 2018 State Library matching grants. The situation is in the Governor's hands.

Chairman Hunt reported on the status of Beautification and transplanting/removal of trees near sliding doors. The trees were not moved on Saturday. Louie's equipment is at the Library and the hope is it can be done next week in the warmer weather. He will call before he digs.

Election of Officers, committee assignments and meeting dates for 2020 tabled until open board positions are filled.

2. **Old Business:**

Member Sanborn reviewed various options for the Vitale plaque. The Board discussed the options and made a recommendation. Director Tatarka will contact the sign company and request a mock-up of the revised design for Board approval.

There was a brief discussion of the endowment memo from 2014-2015. The Board agrees to reaffirm the position outlined in the memo. Member Sanborn will draft a new memo for transmittal to the Town.

The Board discussed the process for making a contribution to Lachat in honor of former Treasurer Peter Shih. Will be discussed further when the details of the memorial are announced. Member Jansen will follow up on a gift to recognize the service of recently retired, long-serving Board member, Toner. We will have a gathering to celebrate recently retired, 36-year Board member, Langlois on a Sunday afternoon in January. Date TBD.

The Library Board-sponsored classical guitar concert with Francesco Barone is scheduled for Saturday, February 9th at 3 PM with a snow date of Saturday, Feb. 23rd.

Member Toczek gave an update on the possibility of a car show in May. It would need to be held at the high school to have appropriate space. Questions that need to be answered include: how much work would be required and be done by whom for the Library/Friends of the Library to keep the proceeds; what prizes, signage and supplies would be required; if it must be outsourced and whether it makes sense to do it on behalf of the Library if it won't be held here and no funds will accrue to the Library/Friends. To be discussed with Friends at its meeting December 11th.

Member Sanborn redistributed the proposed amendment to the Board's Bylaws related to Article V, sections (c) and (d) that was discussed at the November Board Meeting.

Member Hunt moved to accept the amendment as proposed. Second by Member Ross. Motion carried unanimously.

Member Sanborn will make the changes and distribute to the Library Board and to Town Hall. Amended Bylaws will be attached to the minutes.

3. **Space Planning:** Member Sanborn, Vice Chairman of the Offutt Center Committee, reported on the Offutt Center Committee meeting held at 9:30 AM on November 7th. In addition to the Committee members, LPA architect Hanna Przada joined the meeting around 10 AM. Member Sanborn reported on the various issue/topics discussed and outlined the various things agreed to that need to be done now. LPA's plans will go to a cost estimator. Subsequent to the meeting, the Town signed an agreement with cost estimator, Frank Vanzler of FV Consulting LLC. It is hoped that the cost estimates might be available by December 11. OCC scheduled to meet next on Thursday, December 5th. This may change given timing of receipt of the cost estimates.
4. **Treasurer's Report:** Interim Treasurer Toczek reported a basic Funds Activity Report for November 2019. The reimbursement amount was for the NELA conference.

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

5. **Minutes:** Tabled
6. **Director's Report:** Director Tatarka reviewed the current status of her budget planning. The Board discussed the approach for requesting the operating budget for FY20-21. Key areas of concern related to understaffing and how the materials budget is well behind where it should be to satisfy our patrons' needs.

With respect to staffing, Director Tatarka is meeting with First Selectman Spaulding and Town Administrator Luiz tomorrow to discuss using the unspent part of FY19-20 part-time salary budget to employ a part time "floater" to cover when staff plans to be away or has a family emergency. Such circumstances create an extreme burden for scheduled staff. Current PT staff cannot cover without incurring too many hours/week with respect to the union. This request would not incur an incremental expense to the Town.

Director Tatarka reported on the November statistics. Gate count was 5,243, an increase of 1.5% from last year. Circulation for the month was 3,434, a small decrease from last year. This is likely due to severe issues with the State Library deliverIT program which transfers book among libraries within the state. The State has hired new drivers and it is hoped that the situation will be rectified early this month. There is a supplemental delivery service offered by Bibliomation, but there would be an incremental cost.

Director Tatarka discussed a request from Mike Rizzo, Assistant Superintendent, Pupil Personnel Services at the Weston Public Schools, to make an exception to the Room Use Policy regarding reserving a conference room for tutoring through the end of June for limited times. The Board made recommendations to accommodate the school's request, granting an exception, but also maintaining flexibility for the conference rooms to be available, if needed, by our patrons. Director Tatarka will connect with Mr. Rizzo and communicate the Board's position.

The Board discussed the status of the current Library sign by the driveway on Norfield and the redundancy with the new Town signage that is going to be installed. The history of the sign was discussed with some confusion. A decision will be made as to whether it is worth restoring it and placing it somewhere within the Library. Further, it will be

explored if the bronze sign on the side of the Children's Room along the path by the main entrance can be moved to the right of the doors there for greater visibility.

The Code of Conduct Policy was discussed related to dogs in the Library. A proposed amendment was distributed in advance of the meeting.

Member Sanborn made a motion to accept the proposed amendment related to the rules for dogs in the Library. Second by Member Ross. Motion carried unanimously.

On behalf of Children's Librarian Petrino, Director Tatarka reviewed Ms Petrino's request for up to \$300 to purchase the board games delineated in her request (distributed in advance of the meeting) to be available for circulation to patrons including games for both teens/adults and children/families.

Member Sanborn made a motion to approve up to \$300 to support the purchase of games as delineated in Children's Librarian Petrino's request. Second by Member Groves. Motion carried unanimously.

Director Tatarka and the Board discussed how to proceed with Strategic Planning given the status of the Offutt project. The Strategic Planning Committee will meet to develop an updated, interim plan without addressing the Offutt addition and its programming, focusing on priorities for the current, core Library operations. Director Tatarka will start the process by suggesting some proposed changes to the current plan.

Plans for the FY20-21 budget process were discussed. Director Tatarka discussed her proposed philosophy related to the two areas needing the greatest increase in operating budget support—staffing and books and materials. Director Tatarka supported the need for increasing the request this year with a variety of charts and statistics that demonstrated how far behind the Library is compared to various libraries in different peer groups; those towns included in the budget packet from the Town and those libraries to which she compares our patrons and services, and those to which Library patrons compare our services. She also explained the other various line items in the budget and what she recommends as requests. The Budget Committee will meet with Director Tatarka in the near future to have the budget finalized for submission to the Town by the December 23rd deadline.

Director Tatarka highlighted that there were some professional development opportunities that staff was unable to attend due to understaffing related to family emergencies.

The Director's Report, Departmental reports are attached.

7. **New Business:** There was a brief discussion about changing the start time of the Library Board meetings to an earlier time. Possibly 7:00, 7:15 or 7:30 PM. Decision was postponed until the new year with three new Board members being appointed later in December.
8. **Friends:** Susan Richard reported that the SpeakEasy program with Jeremy Schaap was a great success. They are looking for someone for January. The Downton Abbey program is December 19; Trivia Night is Thursday January 6th. There should be a Readers/Writers workshop in late January or February. Friends are hoping to have a suffragette program in February or March. The Photography Club is planning an exhibit for late January and a high school show for the summer. Book groups and the New Yorker group are doing quite well. The Friends are also looking to implement a New Year a New You self-improvement, educational series.
9. **Adjournment:** Member Ross moved to adjourn at 10:40 PM. Second by Member Jansen. Motion carried unanimously.

Respectfully submitted,

Amy Sanborn
Secretary

Approved January 7, 2020

Weston Public Library
Director's Report
December 3, 2019

Space Planning

- Children's Room –The Bond Commission has not yet announced if it will meet in December. I will notify the Board when I learn more.
- The Offutt Center Committee met on November 7. The Committee members will provide details at the meeting regarding the current status. While the Committee awaits the preliminary cost estimates, I have been asked to flesh out an equipment and furnishings list. The equipment list will be based on the list created to establish a preliminary equipment budget this past fall, and the furnishings list will be based on the building program developed in May 2018.

Strategic Planning

- The Board has discussed over the last few months options for moving forward with Offutt Center planning and also Strategic Planning as a whole. The Library is in need of a renewed Strategic Plan to guide the use of our limited resources. I would like to discuss options and come up with a plan to move this forward.

Finances

- All staff who need to access Munis are now able to do so. The Town went live with purchase orders on Nov. 4. As the majority of material and supply orders are billed when items ship not when they are ordered, these are covered by blanket POs. I hope by establishing the blanked POs, this will result in less of an impact on the staff in regard to the time it takes to place orders.
- I received the 2020/2021 budget package and forwarded it to the Budget Committee. The Budget Committee met on November 15 to begin discussing this year's request.

Building

- The cooling fan for the device that controls the Library's air handlers failed resulting in the unit overheating and shutting down the furnace on Nov. 12. Building Maintainer Cobelle, Tri-City and I were able to keep the system running until Tri-City installed the replacement fan on Nov. 25.
- The cleaning staff who has maintained the Town Hall Complex for many years is leaving Shamrock, the Town's cleaning company, Nov. 29. Shamrock will be training a new cleaning person starting Nov. 30. Town Administrator Luiz and I have reviewed the building program for the Library and will be working to insure that the Library is receiving proper attention. The Library has had many issues recently with basic services, such as garbage cans being emptied and the Library café being cleaned. Library staff have been addressing these shortcomings, and I have been maintaining a log. We will be monitoring the cleaning going forward as staff cannot and should not be expected to fill this role.
- There is another window that was replaced in the 2016 renovation that has a slight crack. Town Administrator Luiz is looking into having it replaced. This crack appears to have occurred from expansion/contraction rather than a foreign object.
- The Library's fire alarm system was inspected Nov. 7.
- The patio closed for the season on Veteran's Day. All patio furniture has been covered for the winter.
- At the recommendation of the Police Department following the restroom incident last month, one of the Library's security cameras was relocated to monitor the restroom doors. We have not had an issue that I am aware of since this was done.

Library Programming

- Full list of December events is available [here](#).
- Children's Librarian Petrino and I have had no additional information on the Weston Kindness project, and are not pursuing any additional events at this time.
- SpeakEasy with Jeremy Schaap on Nov. 21 was a great success with about 100 in attendance. They are hoping to schedule another event in the new year.

Operations

- I distributed the 1st Q report to First Selectman Spaulding and Town Administrator Luiz and highlighted current budget and staffing issues. In terms of budget, I reiterated the discrepancy in cost for digital vs. print products and how we are unable to keep up with patron demand for eBooks and eAudios due to the higher price. For staff, I reiterated the need for a floater. I will meet with Town Administrator in early December regarding the latter.
- I submitted the annual report to the State Library on Nov. 15.
- November gate count was 5,243, an increase of 1.5% over last year. Circulations were 3434. This is a decrease of 18% from last year. The issues with DeliverIT, the system run by the State Library, has had a significant impact on circulations. While other libraries in the area have experienced issues with the service for some time, the route Weston is on only experienced long-term disruptions over the past two months. This means we have been extremely slow to fill requests from Weston patrons and also have been unable to do full pull lists of items requested by other libraries. This should sort itself out early this month as new drivers have been hired and service should return to normal. We will monitor and will investigate with the Board opportunities to pursue a supplemental service organized by our consortium, Bibliomation, if necessary.
- On Nov. 7, I did a webinar with Comprise Technology to review their offerings for a pay-as-you-go print and photocopying solution. I have received their quote and will work on providing a comparison of all options to Town Administrator Luiz.
- Staff conducted the semi-annual survey for tracking in-house material use and reference questions from Nov. 4 – Nov. 10. These statistics are necessary for the State report.
- The Board has received a request for a policy exception from Michael Rizzo, Assistant Superintendent, regarding tutoring for suspended students. I will provide additional details at the Board meeting.
- Town Administrator Luiz has been working on new signage for the Town Hall complex. In relation to this, we discussed the Library logo sign on Norfield Rd. and also the bronze sign near the front entrance. I will share with the Board the ideas discussed and will request a decision from the Board regarding those signs.

Policy

- Consideration of language regarding dogs in the Code of Conduct for the Library. Draft distributed in advance of meeting.

Staff

- I attended the Association of Connecticut Library Boards annual conference with Board Members Hunt and Sanborn, and Emeritus Board Member Langlois and spouse Andrew Langlois on Nov. 8. Details on the breakout session attended will be included in the Departmental Reports.
- Staff attended a variety of professional development opportunities this month. Please see the Departmental Reports below for details.

Departmental Reports

Due to staffing issues, several staff were unable to attend scheduled professional development meetings this month. This included the Fairfield County Administrators Group meeting, the Bibliomation Board of Directors meeting, and the InterLibrary Loan Roundtable.

Children's and YA Department – Alessandra Petrino

Professional Development:

- November 11: Attended the CLA Young Adult Conference at Farmington Library. Day Conference. Topics included: Culinary literacy, Board games in the library, Dungeons & Dragons clubs, Makerspace workshops, Virtual reality programming. Author Jerry Craft also did a book talk and Q&A with us. Our State Library

consultant did a mini-conference on the new T3: Transforming Teen Services initiative. We ended with a Book buzz from Source Books and Soho Press and got free books from the publishers.

- November 14: Attended a Zoom meeting regarding the Summer Summit. Discussed the issues we are having with ReadSquared for summer challenge, and what we hope to resolve with the Summer Summit to transform summer reading into summer learning.
- November 22: Attended the YA Librarians of Fairfield County Roundtable at Fairfield Public Library. This month's discussion focused on Understanding Teen Behavior in the library and how to combat negative behavior.

Meetings/Local Outreach:

- Attended Programming meeting with Karen and Abigayel on November 14 to discuss December programs
- Spoke with Rabbi Rachel Bearman of Temple B'nai Chaim regarding her interest in attending our Holiday Party to read the Hanukkah stories and assist with the Hanukkah crafts.
- Attended Department Head meeting on November 20 with Karen T, Karen B, and Nancy
- Spoke with John Boys of Emmanuel Church and was requested to assist with ornament decorating for their Tree Lighting. We have offered to have ornaments available for patrons to decorate in the café with a sign about the tree lighting.

Children's/YA Notable Programs:

- November 5-Picture book tasting had a great turnout, lots of happy children checking out books and enjoying snacks.
- Word worms book club began again on November 12. Had a great turnout of kids to read together and do activities related to the book including plot sequencing and word recognition.
- Book Buddy Club (arranged by girl scout Leila Troxell) began on November 26 with 10 children reading a book with a teen mentor. The program will run 1 month.

Upcoming:

- December is filled with holiday events including our Holiday Stories and Party event, Pancake Party and Noon Years' Eve. We will also have drop in events each Friday for children to explore hidden items in the children's room for a chance to win a prize. We will be holding a Silent Auction for a limited edition, signed and numbered copy of Rick Riordan's Trials of Apollo Book 4: The Tyrant's Tomb during the month of December.

Administrative Department – Karen Tatarka

Town/Library Meetings

- Nov. 7 – Offutt Center Committee meeting to discuss next steps.
- Nov. 7 – Webinar with Comprise Technologies to review pay-as-you-go print and photocopying options.
- Nov. 14 – Programming meeting with Children's Librarian Petrino and Library Technology Assistant Phillips
- Nov. 15 – Library Board Budget Committee meeting
- Nov. 20 – Library Department Heads meeting
- Nov. 22 – Met with Hanna Przada regarding Offutt Center makerspace

- Nov. 27 – Met with Andrew Palladino from the Towns’ Marketing Committee to determine how the Library can piggyback on any Town plans for marketing events and services.

Professional Meetings/Outreach

- Nov. 1 & 3 – Volunteered at Friends of the Library Book Sale
- Nov. 8 – Attended Association of Connecticut Library Boards (ACLB) meeting
 - Keynote on Measure that Matter and the Public Library Data Alliance with State Librarian Ken Wiggin
 - Breakout session, *Telling Your Library Story with Data* with Bernard Kavalier, Connecticut by the Numbers and Micelle Riordan-Nold, Director of the Connecticut Data Collaborative.
- Nov. 12 – Bibliomation Finance Committee meeting – annual audit review
- Nov. 19 – Connecticut Library Association Town Hall meeting (held at the Weston Library)

Technical Services – Karen Bennett

This month I changed all the Easy Reader Fiction and Nonfiction classifications to "Emergent Readers" for Alessandra and edited the call numbers for all Easy Books to include the full last name of the author to make books easier to find. My ILL statistics are down as I was not able to run my pull list to send books to other libraries this month due to the problems with the deliverIT system. New drivers have been hired and I already see my backlog clearing up.