

Weston Public Library Board
Regular Meeting

Tuesday, April 5, 2022
7:30 PM, Via Zoom

Minutes

Attendance: Anne Hunt, Thomas Burke, Lori Goertz, Sharon Murphy, Cyprian Toczek, Karen Tatarka, Barbara Groves (left early due to technology issues)

Absent: Amy Sanborn, Rick Ross, Amy Jansen

Guests: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:37 PM

The Director's Report including Departmental Highlights is attached and includes expanded detail related to various items below.

1. **Treasurer's Report:** Treasurer Toczek reviewed the transactions on accounts and interest. Treasurer Toczek reviewed the March 24 Budget Committee meeting discussion on investment strategies. Member Murphy advocated for moving \$500,000 from the Library's Endowment to an American Express Business Savings account. Treasurer Toczek will follow up with Finance Director Darling on the protocol.

Treasurer Toczek made a motion to move \$500,000 to an American Express Business Savings account pending a discussion to Finance Director Darling. Second Member Murphy. Approved unanimously.

Chair Hunt made a motion to approve the Treasurer's Report For April 2022. Second Member Goertz. Approved unanimously.

2. **Budget:** Chair Hunt apprised the Board of the meeting with First Selectwoman Nestor, Town Administrator Luiz, Finance Director Darling and Board of Finance Chair Baldwin to review the Library's budget request in light of the Union's decision to reduce the number of PT staff eligible for up to 19.5 hours/week to 2. Member Sharon advocated for a marketing effort to inform the Town about the staffing shortfall and that the Board should take into consideration what is and is not possible in terms of growth when developing the new strategic plan. Member Goertz encouraged Director Tatarka to continue to document the impact on services that results from the lack of staffing flexibility. At Friends Member Richard's suggestion, Director Tatarka will investigate if it is feasible for the Friends to pay a staff member to run Friends-sponsored programs.
3. **Minutes:** Tabled
4. **Director's Report:** Director Tatarka reviewed highlights from the Director's report.
 - a. Generator – Director Tatarka will locate the documents from the 2016 renovation in relation to the specified generator and will follow up with Building Committee Chair Wolf to being the process of getting a quote for a more reasonably sized generator for the Library.

- b. Damaged art – Director Tatarka will reach out to John Lawless to see if he can replace the glass on the two damaged framed items.
- c. Podium – Director Tatarka will find some examples of podiums that might be more appropriate and manageable for the Community Room.
- d. Mini-golf – Director Tatarka shared that the Eversource grant she applied for to help with the expense for a mini-golf fundraiser for the Friends was rejected. The Board's Programs and Publicity Committee agreed to help the Friends move forward with a mini-golf fundraiser. Director Tatarka will connect the Committee with the Friends.
- e. Director Tatarka reviewed the need for written support for SB 131 regarding eBooks. She will share the information with Board members so that they can write to legislators if they wish.
- f. Children's/Teen Summer Reading Kick-off – Director Tatarka reviewed Children's and Teen Librarian Petrino's proposal for the Summer Reading Kick-off event and the requested budget from the Board of Trustees of \$650.

Member Burke made a motion to approve up to \$650 to support the Children's and Teen Summer Reading Kick off event. Second Member Goertz. Approved unanimously.

5. **Committee Reports:** Policies discussed in the Director's Report.

6. **Old Business:** None

7. **New Business:** Chair Hunt notified the Trustees that there will be a special thank you gathering in honor of Dick Orenstein on May 21st from 5-7pm. Details on tickets will be forthcoming. Mr. Orenstein administers the Daniel J. Offutt, III Charitable Trust and gifted the Friends of the Library \$250,000.

Friends: Susan Richard reported that at the Friends annual meeting, there were 3 new potential members. Continuing programs are going well. In person programs are going well. There was an excellent turnout for Monica Peterson with many students in attendance. The Tanaquil LeClerq programs were co-sponsored with other groups and Town and were well received. The Shredding Day fundraiser is scheduled for May 7. The Antiques Appraisal Day was not overly well attended, but was a good start and the Friends hope the event will grow if it is held again. The Friends have a Venmo account now. Weston resident Scott Licamele will over a program on Ukraine in April.

8. **Adjournment:**

Member Burke made a motion to adjourn at 8:36 PM. Second by Member Goertz. Motion carried unanimously.

Next Board meeting is Tuesday, May 3, at 7:30 PM via Zoom.

Respectfully submitted,

Karen Tatarka
Secretary, Pro Tem

Approved May 3, 2022

Weston Public Library
Director's Report
April 5, 2022

General Updates

- Children's Room and Related Projects eligible for State Library Construction Grant

The Town has received the matching grant funds from the State Library. The Space Planning Committee reviewed the spreadsheet prepared by Secretary Sanborn regarding the Board's and Friends' payments to the Town. The Town is currently reviewing the spreadsheet. Once they agree to the figures presented, both the Board and the Friends will make their payments to the Town.

Children's Signage – Children's and Teen Librarian Petrino and I worked with Takeform to review and approve the 3D signage for the Children's Room. It will be installed on April 6. I will forward the invoice to Treasurer Toczec when the work is completed.

- The final items eligible for the ARPA Grant from the State Library have been billed. All funds had to be spent by March 31. I will begin completing the paperwork the State Library requires and hope to have it submitted by the end of April.

Staff

- Library Worker Appreciation Day is today! I scheduled a pizza party for staff to thank them for their efforts, especially throughout COVID. I invited the Board as well as First Selectwoman Nestor and Town Administrator Luiz.
- CLA will hold its annual conference in person in Hartford this year. All FT staff will attend one day. Children's and Teen Librarian Petrino is assisting with the conference again this year, and will be on site for 3 days. We will need to make staffing adjustments in order to open the Library.

Budget

- The Board of Finance reviewed the Board of Selectmen's budget on March 8. On March 16, I learned that there had been issues with contract negotiations that impacted the Library's ability to bring all PT staff up to a maximum of 19.5 hours/week. We had formulated the budget with the understanding that this agreement would move forward. The Library can now only bring two PT employees up to 19.5 hours/week. Portions of the Library's Budget Committee met on March 16 and 24 to review next steps. As the budget had already been approved by the Board of Selectmen and the concept of the Board of Finance approving its own staffing recommendation seemed remote, we presented a Scenario 3, which brought 2 PT employees to 19.5 hours/week and brought remaining PT employees up to 14-14.5 hours/week. I shared the documents sent to the Town with the Board via email on March 29, in advance of the Public Hearing. While the overall change in the number of hours we expected to receive (we will now have 19 additional hours instead of 21), the impact on the flexibility of staff to fill available hours has been deeply impacted by this late change in plans. The Scenario 2 option bumped up all PT staff hours to

between 14 and 18/week so that all staff would have the ability to fill in a few extra hours when we found ourselves short staffed. With the caps in place with Scenario 3, we will continue to lack this flexibility. Thank you to the Budget Committee, especially Member Goertz for drafting an advocacy letter to circulate to the Board of Finance, and Chair Hunt for speaking on the Library's behalf at the public hearing. 2 Board of Finance members commented on the Library's staffing situation at their deliberations on March 31. I am hopeful that this will be helpful when presenting next year's budget.

Policies

- I've shared revised policies with the Policy Committee. They are the Community Notice and Local Business Information Boards Policy and the Collection Development Policy. I hope that I will have final drafts ready for approval at the May meeting.

The changes to the Community Notice policy are minimal, but it has not been reviewed since 2013. I've recently had requests to post items on the bulletin boards that fall outside of the policy, so I would like the Board to reaffirm its policy for use of these spaces.

The Collection Development Policy is being updated to reflect shifts in how collection development is conducted and the ways staff perform collection development (e.g. the noticeable shift to digital for adult reading content), new collection types, and to make clearer the Library's mission to provide materials that are diverse and reflect multiple points of view. This is in follow up to the revised Statement of Concern document the Board reviewed last month.

- I do not have any further edits to the Request for Reconsideration form distributed last month. The form approved last month reflects ALA samples.

Building

- The furnace went out on March 5 and the building was without heat through the weekend. There was a piece of insulation within the furnace that detached and caused a sensor to malfunction. The furnace was repaired on March 7.
- On March 8, the ARPA funded after hours lockers arrived. They are installed in the vestibule and we are marketing the new service.
- Room reservations are rolling in again and we have made online room reservations available through EventKeeper, as we did pre-pandemic.
- The Library experienced several power outages in March that impacted equipment in the Library including the fire alarm, security cameras, and lighting computer. I was able to reset the fire alarm and will monitor for issues. The security cameras required a 3 hour service call on March 29. Security Solutions was able to bring all but one of the cameras back online. They will replace that camera. The system is still under warranty. Apex came out the week of March 12 and determined that the computer needed to be replaced again. It is currently on order. In the meantime, staff are turning on/off the lights at the circuit breaker again. The Town electrician will work with Apex to install some kind of UPS to try to prevent this issue from occurring again.
- The State Library Construction grant cycle is opening. I would like the Board/Town to consider applying for a generator again. The Town did receive matching funds for a generator with the grant that helped fund the 2016 renovation. It was oversized and very expensive. The Town declined the funds. Given that the changes in weather patterns have continued and that the

frequent power outages are having a negative impact on the building's equipment and mechanicals, I feel it is necessary to have a generator for the Library so that we can continue to serve the community, even during a natural crisis. The Board would need to work with the Town to determine how the matching funds would be provided. This would fall under the Buildings and Grounds Committee if there is interest.

- The Historic District Commission approved the bike rack. The bike rack arrived on March 30, and I hope to have it installed in April.
- The wire on the frame holding the illuminated Clarence Day quote in the front vestibule broke and the glass shattered. We also have an original drawing from the New Yorker that the Board accepted a few years ago that has cracked glass. Both need to be taken to a frame shop to be repaired. Are there any Board members who might be willing to do this?
- The podium in the Community Room needs to be replaced. It is very heavy for staff to move and is not designed to hold a presenter's computer. Is this a purchase the Board would consider? When the Library rebrands, the branding could be added to the podium as well.

Collections

- We have started pulling books from the general collection to create a Local History collection. We hope this will boost circulation of items the Library retains because of their local connections and increase awareness of Weston's past and its notable residents.
- The Library will be shifting its periodical subscriptions from EBSCO to W.T. Cox in FY22-23. I met with W.T. Cox on March 23 to review their scope of services. W.T. Cox has a contract with the CT Library Consortium, and we will see some savings by making this change.

Operations

- Gate count for March was 4,203. This is about 27% lower than pre-pandemic, so foot traffic is rebounding.
- Print circulations for March were 5,427. This is up about 20% from pre-pandemic.
- The Library closed early on March 12 due to the power outage. The Library was without power for approximately 4 hours, which resulted in damage to the lighting computer.
- I submitted the Library's annual BorrowIT report to the State Library. The Library received a very small grant for submitting this report annually.
- The Town's IT consultant wishes to move the Prinich server (the software that provides pay-as-you-go printing) to the Town server rather than hosting it locally. Prinich has been offline for about two weeks while we wait for this migration, scheduled for April 6. In the meantime, printing is on the honor system.
- The 3rd Quarter report will be available for the May meeting

Finances

- March Donations:
Kamala Murali \$50 (Paypal – not yet transferred to Director's Fund)
Mr. and Mrs. Richard A. Eisner \$250 (to Treasurer Toczec for Deposit)
- March Checks Written/Debit Card Purchases from Director's Fund

Check Number	Date	Amount	Payable To	Details
239	3/4/2022	\$39.37	S&S Worldwide	payment for long delayed summer reading supplies from 2021
240	3/4/2022	\$150	Kino Lorber	Will be reimbursed by partner groups - Tanaquil LeClercq film
241	3/18/2022	\$9.47	Alessandra Petrino	tax reimbursement
debit card	3/29/2022	\$77.50	Nutmeg Book Award Foundation	Nutmeg stickers via PayPal
debit card	3/30/2021	\$489.70	Uline	bike rack and lift gate service

- Other

\$50 check from Weston Historical Society to contribute to screening license for the Tanaquil LeClercq film screening

\$107 in cash deposited from Book Sale.

Programs

- For April programs, please visit <http://www.eventkeeper.com/mars/xpages/W/WESTON/ekmonth.cfm> .
- In order to facilitate summer reading and reading initiatives during the year, the Library will subscribe to Beanstack. Children’s and Teen Librarian Petrino and Adult Services Librarian Mastroianni reviewed the resource and will be responsible for its administration. It should reduce the workload associated with large scale programs, such as summer reading.
- The Eversource grant for the Friends to support mini golf was declined. As there are so many new residents in Town, I think this would be a key year to offer this fundraiser as a way to raise awareness about the Library in Town. Perhaps this would be an opportunity for the Friends and Board to partner. If the cost was split, it would remove the need to find sponsors (or maybe just a few that are low-hanging fruit), and would require very little effort as the company handles setup/breakdown, etc. Perhaps the Programs & Publicity Committee could work on this with the Friends.
- The Friends Shredding Day Fundraiser is scheduled for May 7 at the Hurlbutt Bus loop.

Departmental Reports

Children's/YA Services - Alessandra Petrino

Children's Room/YA Space Updates:

- All computers have been moved back into the Children's room and YA Space.
- Signage was put up in children's room on end panels and acrylic signs completed. Installation of Oomph signs will happen April 6th.
- Toys/Puzzles/Games have made their way back to the children's room.

Notable Children's/YA Programs/Collections:

- In March we got back to full in-person programs again. All programs are still by registration only and are limited to either 10 families (for age under 5 programs) or 15 children/teens (for above age 5 programs). Storytimes, Music & Movement classes, Science Club and Lego Club are continuing to have the most interest with almost all having full registrations and waitlists.
- In March we began offering a Social Emotional Learning Storytime hosted by PlaySmart Early Learning Program and held it for 2 of the 4 Saturdays in the month. We will shift to have this once a month through June.
- Our Teen Advisory Board was able to return to volunteering at the library this month and have assisted with many of the children's programs and our Teen Scene days.
- We have moved forward with the purchase of BeanStack for the libraries reading challenges. I have gone through the trainings and am setting up the first of the challenges to get approved by Beanstack for implementation at the library.
- Alessandra applied for a \$2000.00 grant from the Connecticut State Library for Summer Enrichment Programs- Please see Summer Reading Document for more information.

Upcoming:

- Sunday, April 3 will be our Indoor Egg Hunt return. We do not have as many families currently registered as we have had in the past so it may be smaller than when we held it in previous years.
- In March we had voting for Weston Reads and selected 6 titles from each of the levels: Early Learners, Kids, Teens and Adults to be featured as community reads from April-September before the community can vote on their favorites in October. These selections have been posted and we will have copies of the books for patrons to check out.
- Summer Reading is right around the corner and we have booked some great performers and presenters. -Please see Summer Reading Document for more information and proposal for Kick-Off.

Professional Development:

- Hosted the YA Roundtable on March 11th- Discussion was on Board Games in libraries and how to expand the collection for the most impact.
- Attended the NELA Executive Board meeting on 3/18 as Conference 2022-2023 Co-Chair.
- Attended Set the Stage Initiative meetings on March 7th regarding Magical Musical Storytimes and on March 24th regarding Project Ready regarding the reimagining of equity and access for diverse youth.
- Had a marketing/social media meeting with Karen T. and Anneliese to go over April marketing and changes to promotions.

Adult Services – Anne Mastroianni

At the end of February, a virtual Device Advice program was offered. Four patrons took advantage of the session over zoom to learn about the Libby and Hoopla apps for accessing ebooks and eaudios.

Both the Winter Reading Challenge and the Blind Date With a Book contests concluded in March. There were seven ballots handed in for Winter Reading and five for Blind Date With a Book. The prize winners were thrilled and all participants, whether they entered a final ballot or not, enjoyed being nudged to read outside of their comfort zone.

March was a planning month for Weston Reads: Growing a Community of Readers. Title suggestions were taken from the community and staff, and a list of six titles was released at the end of the month. The first discussion, of *The Apple King* by Weston author Barbara King, will take place on April 27.

Trainings Attended:

March 9. Training on the summer reading program, Beanstack via zoom meeting. Beanstack will allow patrons to track their summer reading online or by using an app.

March 17. Overdrive zoom training: It's Your "Lucky Day": Creating No-Hold Collections in OverDrive Marketplace. Digital titles can be made to work the same way as our physical "Lucky Day" collection, meaning that the title will be unable to have holds placed on it so it will be discoverable in the catalog when not being borrowed.

Technical Services – Karen Bennett

I continue to be part of the Bibliomation ILS Steering Committee (now as secretary). We have approved several features for the ILS including the new OPAC, curbside pickup procedures, procedure for damaged items.

My time on the Member Relations Committee is finished as surveys are completed. We might have a wrap up meeting.

I am halfway through the LP relabeling project and have completed what has been pulled so far of the Local History collection.

I continue to process all the new materials and any corrections that have been discovered.

Administrative - Karen Tatarka

Professional Meetings/Outreach Not Detailed Above:

- 3/1 - In person meeting at Darien Library with Library Directors in lower Fairfield County to discuss changes to COVID protocols
- 3/8 - Bibliomation Finance Committee Meeting
- 3/9 - FLAG meeting
- 3/14 - Bibliomation Governance Committee Meeting
- 3/15 - Check in meeting with Town Administrator Luiz
- 3/15 - Call with Senator Hwang regarding eBook Bill 131 reviewed by the Planning and Development Committee. After discussion I drafted and submitted a letter furthering support for this bill.

The Bill did move out of the Committee. Similar legislation has been passed in other States, but is being challenged by publishers. CLA is urging all CT residents to reach out to legislators in support of this bill.

- 3/16- Library Budget Committee meeting to review investment options
- 3/17 - Bibliomation Board meeting
- 3/19 - Judged Odyssey of the Mind at SCSU on behalf of a Weston team. The team made it to Worlds!
- 3 /4, 3 /8, 3 /22 - Attended meetings related to the CT Partners and Libraries for Digital Equity (founded by ACLPD) to review next steps in creating an asset mapping survey to distribute to all CT libraries. I am currently leading the Community Information Collection Committee. This committee is charged with conducting asset mapping so that the other committees can begin pursuing their work.
- 3/ 25- As Chair of ACLPD, I was asked to testify before the Appropriations Committee in opposition to a bill that would sever the relationship between the State Library and the Library for the Blind and Physically Handicapped. The bill is ill advised and would result in a loss of Federal Funding for all Connecticut libraries and an unnecessary disruption to those residents currently using the service.
- 3/29 - Marketing/Makerspace monthly meeting with Makerspace Coordinator Lomas and Children's and Teen Librarian Petrino.

Professional Development:

- 3 /4- PLA webinar on Intellectual Freedom - This webinar reviewed library responses to recent book challenges. The webinar advocated being proactive in the development of policies, be prepared for how the response process will work, empowering staff to refer to policies and reconsideration forms in place rather than feeling an answer needs to be given on the spot, reiterate that the library's collection is for everyone and that a specific book might not be right for every patron.
- 3/31 - Library 2.0 webinar on Dangerous Situations: Handling Real Challenges and Keeping Everyone Safe– Much of the content of this webinar was applicable to larger libraries, but did review important concepts such as ensuring that responses to situations are firm, fair, legal , consistent, assertive, patient, empathic and reasonable; reviewing the lifeguard model – ensuring own safety so that you are able to help others; how to handle a Code Pink (missing child); and the value of Security Incident Reports.