



Weston Public Library Board
Regular Meeting
MONDAY, October 3, 2022
7:30 PM Via Zoom
Agenda

- Treasurer's Report
- Budget
- Minutes
- Director's Report
- Committee Reports
 - Director Search Update
 - Policies
- Old Business
- New Business
- Friends
- Adjournment

NOTE: Next Board meeting will be Tuesday, November 1, 2022

Join Zoom Meeting:

<https://us06web.zoom.us/j/85250532610?pwd=MGNrU2VoLzNrcTRCMGliT20veUd5UT09>

Meeting ID: 852 5053 2610

Passcode: 943512

Dial by phone:

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56 Norfield Road, P.O. Box 1007, Weston, CT 06883
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Weston Public Library Board
Regular Meeting
August 31, 2022
7:30 PM via Zoom

Draft Minutes

Present: Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Rick Ross, Amy Sanborn, Cyprian Toczek
Absent: Thomas Burke

Guest Representing the Friends: Marina Coprio

Link to meeting video:

The meeting was called to order by Chairman Hunt at 7:30 PM.

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

1. **Treasurer's Report:** Treasurer Toczek reported there would be no report for August as the month has ended today. He will give the August and September reports at the October meeting. He reported he is having conversations with First County Bank to see what they might be able to do for us. He will review the draft investment policy with the intent of finalizing a plan, and also speak with Rick Darling, Finance Director, before any decisions are made with respect to investment decisions.
2. **Friends:** Chairman Hunt introduced and welcomed with gratitude the Friends new rep, Marina Coprio. Marina reported that the Friends take the month of August off. They are going to be taking things slowly with new programming until the new Library Director is in place. Programs that will continue include The New Yorker group, Riva Blumenfeld's art programs, the Photography Club, and book groups. Programs in June (Readers/Writes group and Jazz concert) were well attended.

3. **Minutes:**

Member Hunt made a motion to approve the minutes for the Special Meeting August 2, 2022 as amended. Second by Member Murphy. Motion carried unanimously with Members Goertz, Groves and Jansen abstaining as were absent.

Member Goertz made a motion to approve the minutes for the Special Meeting August 10, 2022 as amended. Second by Member Toczek. Motion carried unanimously with members Jansen and Ross abstaining as absent.

4. **Director's Report:** Interim Director Mastroianni reviewed the Interim Director's Report she distributed in advance of the meeting. She indicated there was not a lot to report for August. There were 6,927 physical circulations in August, up 50% from August 2021 and 1,398 digital circulations, up 13% from the same period in 2021, for an increase in total circulation of 43%. Gate count for the month will be reported at the next meeting. The summer Reading programs were greatly successful. The Interim Directors are working with the Friends on their programming protocol, attempting to disengage the Library Staff from the need to support the Friends' efforts with their time. This will require technology training and shifting other program-related tasks to the Friends historically provided by the Library Staff. The Weston Flea was discussed and the need for volunteers to step up

to help ID Mastroianni on 9/10 from 9 AM – 2 PM. The Board discussed the value of having a presence at this and other Town events and the best use of staff as a resource. ID Bennett has had to work with the Hurlbutt administration to enforce the teacher parking situation in the side parking lot. The first day of school there were 8 cars parked outside of their assigned spaces. This is a problem for Library patrons looking to find parking from programs during school hours. The school will be following up based on pictures of the cars sent to the administration. SID Mastroianni reported that the Interim Director arrangement was working well.

5. Committee Reports: Director Search

Member Jansen made the following motion for discussion. Second by Member Toczek

Discussion/decision to approve \$8,000 from the Library's Endowment Fund to contribute to the costs associated with a Library Director search, provided that the Board of Selectmen:

1) approves an additional \$3,000 supplemental appropriation for costs associated with a Library Director search at its meeting on September 1, 2022; and

2) authorizes the First Selectman to enter into an agreement to hire consultant Helen Murtha Dooley for the Library Director search.

(This assumes the Board of Finance also approves a \$3,000 supplemental appropriation, if approved by the Board of Selectmen.)

Search Committee Chair, Member Sanborn, reviewed the status of the Search funding situation. She gave a recap of the history with the Board of Selectmen and the belief expressed by First Selectman Nestor that the BOS would now be willing to split the cost of the search with the Library Board (appropriating an additional \$3,000) if the Library Board agreed to fund \$8,000 towards the cost of the Director search from its Endowment Fund. Both the members of the Library Board and the BOS acknowledged the appropriateness and importance of engaging a search consultant to help with the Director Search. The Library Board unconditionally endorsed engaging Helene Murtha Dooley to lead this process. The Board discussed the funding of the Director search with all Board members expressing the belief that it was the Town's responsibility to pay for the search for a Town employee, which would not happen. There was discussion as to whether use of the Endowment Fund for this purpose was appropriate. The Board was split on this second point with some taking the position that it was inappropriate, and others feeling while not really appropriate, the importance of sharing the cost with the Town to engage a search consultant, and not have to do it on our own with Town Administrator Luiz was more important for a most professional, efficient, and successful search process. After lengthy discussion, a vote was taken and the motion failed 4-4 with no majority voting in favor. Voting in favor of the motion were Members Groves, Jansen, Sanborn and Toczek. Voting against the motion were Members Hunt, Goertz, Murphy and Ross.

Policies: The Board discussed the Code of Conduct Policy as it relates to unsupervised children. The language in the current policy does not conform precisely to the CT State Statutes with respect to the age at which children may be in the Library without proper supervision (age 12 and younger versus under age 12). There has been an issue with young children arriving at or being dropped off at the Library unsupervised who are too young to be there alone.

Member Sanborn made a motion to authorize Interim Director Mastroianni to revise the language in the Code of Conduct Policy to conform to the State Statutes. Second by Member Jansen. Motion carried unanimously.

Interim Director Mastroianni raised the subject of eliminating overdue book fines. The Board agrees with the concept, but explained the issue with respect to the budget process. This will be discussed during the FY 23-24 budget process.

6. **Old Business:** The Board discussed the possibility of expanding the patio which has been on hold. The sense of the meeting was to wait until a new Library Director was in place. Member Groves asked that when this concept is on the table that we explore the possibility of incorporating a Shakespeare Garden in the plans.
7. **New Business:** None
8. **Adjournment:**

Member Ross made a motion to adjourn at 9:21 PM. Second by Member Sanborn. Motion carried unanimously.

Next Board meeting is Tuesday, November 1st, at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

DRAFT

**Weston Public Library
Interim Director's Report
August 31, 2022**

Staff

- Summer employee Anna Eiler has gone back to school. Terry Tortora has been hired on a temporary basis to fill the hours.
- All staff are to be commended for their hard work this summer, ensuring smooth sailing for our Summer Reading programs and the extra activity the summer months bring.

Operations

- The library was open for 27 days in August of 2022. The gate count will be reported at the next meeting.
- Checkouts: There were 6,927 physical item circulations and 1,398 digital circulations.

Finances

- July 13- Check #249 in the amount of \$50.00 issued to Rick Parisot to cover repairs to the lion sculpture. A prior check (#247) was issued for \$350, but the cost of the repair was \$400. Rick presented the invoice and was given both checks on August 10.

Programs

- Programs Held in July: Adult 3, Teen 3, Children 32

Departmental Reports

Children and Young Adult - Alessandra Casiello

Children's Room/YA Space Updates:

- Summer was a very busy time for these spaces.

Notable Children's/YA Programs/Collections:

- The Summer Reading Challenge started on June 15 with pre-registration beginning on June 1, the program ended on August 11 and we had 246 children and teens participate. Some important things to note:
 - This year once again we counted days of reading rather than minutes or number of books. The challenge set for kids was 50 days of reading through our program (program was a total of 57 days) and we had 36 participants complete or exceed that challenge.
 - When adding up all of the days read, children and teens read a total of 5,202 days. This is an average of over 21 days of reading for each participant.
 - There were 721 physical rewards earned and 468 physical rewards redeemed at the library.
 - There were 5,564 virtual badges earned by participants.
 - By grouping our participation numbers were:
 - Birth-PreK: 28
 - Grades K-5: 164
 - Grades 6-12: 54
- Our 8 week series with White Memorial Conservation Center ended. This was paid for by the Summer Library Enrichment Grant through IMLS and administered by the CT State Library. Alessandra will be working on this report in September (due in October to the State).

Upcoming:

- Fall programming for September is set and signups are off to a good start.
- Due to extreme heat, we had to postpone our Circle K Animals visit and are working to have it in early October.
- We will be condensing the audiobooks from childrens and teens so that all audiobooks including adults are in one area. We believe that because adults are generally the ones choosing audiobooks for car trips, we may see an increase in checkouts by moving these items here.
- DVD Movie Night Boxes are in the process of being created and should be done in September.

Professional Development:

- Attended NELA Conference committee meeting on 8/11 and 8/25.
- Attended CLA Conference committee meeting on 8/15
- Attended CLA Executive Board meeting on 8/18

Technical Services and Interlibrary Loan - Karen Bennett

I continue to work with the ILS Steering Committee, testing enhancements for future release. Book groups have started back up for the Fall so ILL stats will soon reflect that.

Laura Kaddis is working with me to limit the teacher and staff parking in their assigned spaces. The first day had 8 parking out of their assigned space. I sent photos of their license plates to Laura to follow up.

I will be doing the monthly Sip & Stitch and the Cookbook Club programs going forward. I have completed adding the Fall - Spring Friends programs (New Yorker, Photography Club, Book Groups) to the Eventkeeper calendar. Room reservations have started coming in for individuals and groups. Most have followed our policies so I have only had to deny a few--tutors and a group who expected us to run an afterschool drop in program.

I will be attending the Friends of the Library monthly meeting in a few weeks.

Adult Services - Anne Mastroianni

There were 50 individuals signed up for Adult Summer Reading. They completed 108 activities, won seven weekly raffle prizes, and one grand prize.

Books on display for August were categorized as "Beach Reads."

The Succulent Planter program was popular. We got a good deal on the succulents and have enough supplies left to run the program again in September.



Adults can now choose a Quick Pick "to-go" bag of books. These are books that may have been overlooked for checkout in the last couple of years, or were very popular with multiple copies present in the library. The bags are labeled with the type of book inside, but are sealed and meant to be a surprise.

Circulation Statistics - This month to same month last year

	August 2021	August 2022	Percent Change
Physical Circulation	4,598	7,152	55
Digital Circulation	1,238	1,398	13
TOTAL	5,836	8,550	46

Circulation Statistics - Last Month to This Month

	July 2022	August 2022	Percent Change
Physical Circulation	5,778	7,152	24
Digital Circulation	1,399	1,398	0
TOTAL	7,177	8,550	19

