

Weston Public Library Board
Regular Meeting
October 3, 2022
7:30 PM via Zoom

Draft Minutes

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

Guest Representing the Friends: Marina Coprio

The meeting was called to order by Chairman Hunt at 7:34 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 was unavailable to attend the meeting. Treasurer's reports for August, September and October will be discussed at the November meeting.
2. **Budget:** As the budget season for FY '22-'23 approaches, the Board reaffirmed that the Budget Committee will remain with members Hunt, Goertz, Murphy, Sanborn, and Toczek (if he is interested and available). There was discussion of having the Budget Committee meet the week of October 31st to discuss the process with the Interim Directors.
3. **Minutes:**

Member Ross made a motion to approve the minutes for the Regular Board Meeting August 31, 2022 as distributed. Second by Member Jansen. Motion carried unanimously.

4. **Director's Report:** Interim Director Mastroianni reviewed the Interim Director's Report she distributed in advance of the meeting. Topics discussed included reimbursement for fixing the Offutt lion sculpture, The report to the State Library has been submitted, a review of programs (fewer for children that during the summer now that school has started; though programs being offered are off to a great start), parking situation with school staff has been resolved, discussion of eliminating late fees (budget issue to be discussed), discussion of adult Weston Reads (ended this month—school-age did pretty well; adult not a big success given the number of Friends' and private book groups), two technology programs were offered (additional programs will be forthcoming). The gate count for September was 4,989. This was an increase of 8% over the August count and 23% over September of 2021. There were 5,496 physical items circulated and 1,406 digital circulations. Physical circulations increased 72% from September 2021, though down from August 2022 due to school being back in session. Digital circulations were up 18% compared to September 2021. They were essentially flat from last month (1,398). The Board discussion of various policies—see below.

Circulation Policy: The Circulation Policy was amended to align with the State borrowIT policy regarding circulation. Items previously restricted to circulation only by Weston residents will now be allowed to circulate to all CT residents with a valid library card, but must be returned directly to the WPL. The amended policy as approved will be posted on the WPL web site.

Member Ross made a motion to amend the policy as discussed. Second by Member Sanborn. Motion carried unanimously.

The Statement of Concern was discussed. The Board discussed adding a reference/link in the Statement of Concern to the Collection Development Policy. In addition, it discussed expanding the Statement to refer to not only the title but the nature of the item. The Board also discussed adding a provision limiting the frequency with which an item may be reviewed title may be reviewed—once within a 5 year period unless the content has undergone major revisions or subject to the discretion of the Library Director or the Library Board of Trustees. The amended policy as approved will be posted on the WPL web site.

The Collection Development Policy was discussed. The Board discussed adding the language inserted in the Statement of Conduct (above) about the frequency of review of an item in the Requests for Reconsideration section of this policy. The Board also discussed adding a link to the Statement of Concern in this policy. The amended policy as approved will be posted on the WPL web site.

Member Sanborn made a motion to amend the Statement of Concern and the Collection Development Policy as discussed. Second by Member Ross. Motion carried unanimously.

The Board discussed the Code of Conduct Policy as it relates to the section including threatening and harassment of others. The Town Administrator, Jonathan Luiz, will be in contact with the Town's attorney to review the language in this section to determine if it is appropriate.

The Interim Directors requested the Board address a request from a patron to reserve the Community Room every week day from 1:30-3:00 PM for a gathering of children from the Early Learning Center at Hurlbutt. The Board reviewed the Policy on Use of Community Room and Conference Rooms and discussed the request.

Member Sanborn made a motion that after the Board reviewed the Policy on Use of Community Room and Conference Rooms and the patron's reservation request, the Board determined that the requested room reservation for the Community Room for a daily gathering of children from the ELC during the week from 1:30-3:00 PM does not qualify under the policy. Second by Member Ross. Motion carried unanimously.

5. **Committee Reports:** Director Search: Search Committee Chair Sanborn gave an update on the Director search process. The Library Director job was posted on a variety of sites last week with a closing date of October 25th. The contract to engage Helene Murtha Dooley has been sent to her for approval. The Search Committee will now be meeting on Monday evenings to keep the process moving forward. It will be finalizing the plans with respect to the courtesy panel, the resume review process and the development/finalizing applicant interview questions.
6. **Old Business:** Member Sanborn mentioned that the Board should consider exploring the opportunity to bring Kevin Manning back for an astronomy program as in the past.
7. **New Business:** Member Sanborn reminded the Board that the DEI Committee is hosting two community conversations related to DEI via Zoom. All Board members have received an email with the details and registration information. The first is Thursday Oct. 6 from 7-9 PM; the second is Tues. Oct. 18 from 5-7 PM. It has been strongly encouraged (mandatory) that all Board and Commission members in Town attend one of these sessions.

On Oct. 11th, there will be a gathering at Town Hall for Founders' Day and ground breaking for the Town Green project.

8. **Friends:** Marina Coprio reported on behalf of the Friends. Regular programs are currently running well, including book groups, the New Yorker group, and short story hours. There will be a presentation by Riva Blumenfeld on Oct. 6th; and the Photography Club will hold its annual show this month with an opening reception on Oct. 16th. The Friends will be holding another Shredding Day on October 29th from 1:00-3:00 PM at the Hurlbutt bus loop.

9. **Adjournment:**

Member Ross made a motion to adjourn at 9:37 PM. Second by Member Groves. Motion carried unanimously.

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

Respectfully submitted,

Amy Sanborn
Secretary

DRAFT

Operations

- The library was open for 28 days in September 2022. The gate count was 4,989, an increase of 8% over the August count of 4,597 and 23% over September 2021.
- Checkouts: There were 5,496 physical item circulations and 1,406 digital circulations.

Finances

- A reimbursement check for \$400.00 from the Offutt Trust was sent to cover the cost of the lion statue repair.
- The Public Library Annual Report has been completed.
 - The library returned \$83.59 (amount not yet audited) to the town at the end of FY21/22.
 - \$4,572 was collected by the library in fees in FY21/22. This is .8% of the library budget. In addition to late fees, this number includes payment for lost or damaged items, copies and printing. There are currently over 100 libraries in CT that have eliminated late fees, including the neighboring towns of Easton and Redding.

Programs

- Programs Held in September: Adult 15, Teen 2, Children 28
- 40 outside groups/individuals reserved library spaces for meetings/activities in September.

Policies

- The Circulation Policy needs to be changed to reflect the state regulations that require the library to lend ALL physical materials to anyone with a Connecticut library card. The current policy states that certain materials can only be lent to Weston residents.
- The Statement of Concern should be amended to add a statement that can prevent the same title from being challenged repeatedly.

- “A title will be reviewed only once within a five year period unless the content has undergone major revisions.”

Departmental Reports

Children and Young Adult - Alessandra Casiello

Children’s Room/YA Space Updates:

- In order to make more room for our YA Book-It Bags, we have moved our YA Nonfiction titles and YA Biography titles into the adult nonfiction. They are now intertwined, but our YA still has a sticker indicating it is a title for young adults. We feel these books may also circulate more in this area as adults may also be interested in these titles.
- We have moved our J Audiobooks and YA Audiobooks to now be in the same area as our adult audiobooks. As we see that parents are the ones most often checking these out to play in their cars on road trips with family, we think this will help these items circulate more.
- We have created Family Movie Night Boxes (4 dvds on one theme) and they are being displayed for checkout in the children’s room. We currently have 10 themes and if these become popular we will include more.

Notable Children’s/YA Programs/Collections:

- Children’s storytimes and after-school programs are off to another great start this September. Many of our storytimes have full registrations as well as our after-school clubs including Pokemon club, Lego Club and Science Club.
- We have several new members of our Teen Advisory Board and had our first meeting of the new school year in September. We have great teens eager to help out ranging from grades 7-12.

Upcoming:

- October brings us back to our normal programming schedule now that families have had time to get used to the school year changes. Our book clubs are back as well as our Thursday Teen Scene afterschool programs. We have several specialty events in October for fall and Halloween including our annual Costume Parade and Party on 10/31.
- Our Circle K Animal Farm visit scheduled for this summer was rescheduled and will take place on 10/12. This will still be sponsored by the Friends of the Library.

- We will begin our parent programs again in October with 2 sessions of Navigating College Admissions with Stand out for College and a session on 7 Ways to Support Your Student's Studying Without Losing Your Sanity with Successful Study Skills for Students. All of these will continue to be virtual.
- In September I met with local parent and creator of Counsel Academy, Nivedita Lahiri. We will begin working with Counsel Academy in November to offer in-person dance lessons. In December and January we will offer virtual sculpting classes and in the spring will be offering a 4-week teen finances series. We are excited to begin this partnership.

Professional Development:

- Attended NELA Conference committee meetings on 9/8 and 9/22
- Attending All CT Reads: Teens meeting on 9/12
- Attending Set the Stage meetings on 9/15 and 9/21
- Attended NELA Board meeting on 9/30
- Attended CLA Executive Board meeting on 8/18

Technical Services and Interlibrary Loan - Karen Bennett

I continue to take part in the Bibliomation ILS steering committee, approving changes and improvements in the system. The reports steering committee has been formed and we will start testing in October.

I attended the State Library's borrowIT Regulations Refresher webinar and discovered the Weston Library is not in compliance. This could impact the borrowIT funds distributed from the state. Any item that can be checked out to a Weston patron must also be allowed to be checked out to a non-Weston patron--no matter who purchases the item. This includes Museum Passes and the backpacks. We can make the requirement that these items only be returned to the Weston Library.

I have added the Movie Boxes for both adults and children into circulation.

All the Adult book groups have started back up so I have been requesting books for them. I have taken over the Cookbook Club and Sip and Stitch programs. We met over the summer and in September.

Interim Director duties have been running pretty smoothly. Jonathan has been a great help--meeting with us every week. I have had to put in some service calls on some equipment and all

has been taken care of. Next Friday, Security Solutions will be out to do their annual testing on the fire alarm system. I scheduled it at 8 am as they have to set off the alarms for the testing.

I gave Anne Hunt the documentation for the person who wants to schedule after school care every day in the Community Room. I let her know the Library Board and the Town Administrator would have to approve it.

Adult Services - Anne Mastroianni

Weston Reads ended this month. There was not much interest from library patrons in starting another book discussion group. The Friends book groups have their followers, and many people in town participate in discussion groups with friends, neighbors, or other local organizations.

Large Print books were on display throughout September. Adult patrons liked the themed Quick Pick bags. We will continue to make them available for checkout.

Movie Night boxes have been created for the adult DVD collection. These are themed boxes that contain four movies each and are meant to be checked out as a set.

Anne and Karen ran two technology programs, Learn About Libby and Device Advice. A Tech Cafe is being planned for next month to encourage the public to use library resources.

Anne met with some participants at a Senior Center lunch at Norfield Church this month to talk about library resources and services.

Circulation Statistics - This month to same month last year

	September 2021	September 2022	Percent Change
Physical Circulation	3,194	5,496	72
Digital Circulation	1,187	1,406	18
TOTAL	4,381	6,902	58

Circulation Statistics - Last Month to This Month

	August 2022	September 2022	Percent Change
Physical Circulation	7,152	5,496	-23
Digital Circulation	1,398	1,406	1
TOTAL	8,550	6,902	-19

