

Weston Public Library Board
Regular Meeting
November 1, 2022
7:30 PM via Zoom

Draft Minutes

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

Guest Representing the Friends: Marina Coprio

The meeting was called to order by Chairman Hunt at 7:33 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 screen shared the September and October Funds Activity reports. August will be shared at the next Board meeting. There was minimal activity in September and October. Interest income for September was \$879.43, compared to \$90.93 in September of 2021, for comparison. In October, Interest income was \$909.49. There were also \$400 of donations to the Library deposited. Other income (minor) for both months were related to the coffee machine and E/Stripe and late fees. The ending balance in all funds as of account October 31, 2022 was \$1,099,086.79

Member Murphy made a motion to accept the Treasurer's Reports for September and October, 2022. Second by Member Burke. Motion carried unanimously.

2. **Budget:** The Board reaffirmed that the Budget Committee will remain with members Hunt, Goertz, Murphy, Sanborn, and Toczek. The Budget Committee will work with the Interim Directors and Town Administrator Luiz to develop a budget for submission to the Town in December. There was a brief discussion about the staffing situation and the fact there is not yet a new Director in place. The Budget Committee will present a budget update to the Board at the December meeting.

3. **Minutes:**

Member Burke made a motion to approve the minutes for the Regular Board Meeting October 3, 2022 as amended. Second by Member Groves. Motion carried with all in favor but for Members Burke, Murphy and Toczek abstaining as they were absent.

4. **Director's Report:** Interim Director Mastroianni reviewed the Interim Director's Report she distributed in advance of the meeting. She reported that things have been good and busy, especially in the afternoons with kids, tutors and students. The Board approved a change to the Internet and Computer Use Policy as recommended by IDs Mastroianni and Bennett regarding payment for copies. The amended policy will be posted on the Library's web site.

Member Sanborn made a motion to approve the changes to the Internet and Computer Use Policy as proposed. Second by Member Hunt. Motion carried unanimously.

The gate count for October was 5,260 an increase of 5% over the September 2022 count and 48% above the count for October 2021. Physical circulations were up 29% over October 2021. While digital circulations were up 10% for the month compared to 2021. Total circulations were flat for October 2022 compared to September 2022.

ID Mastroianni reviewed the activities being run by Children's and Teen Librarian Casiello, including some new initiatives regarding materials and programs, including programs for parents and teens. Sip and Stitch and Cookbook Club picked up by ID Bennett are going well. Additional information was presented covered in the Interim Director's Report.

The Board discussed the award given in the past to a rising senior who has been of exceptional service on a volunteer basis. Due to Covid restrictions and limited volunteer activities, the award will not be given again this year.

5. **Director Search:** Search Committee Chair Sanborn gave an update on the Director Search. The deadline was extended from October 25th to November 8th to allow for additional publicity of the job opening. The reposted advertisement will no longer include the supplemental questions, removing a potential hurdle to applicants. Such questions will be requested of applicants in whom we might be interested before making a decision as to who to invite for first round interviews. The Search Committee is finalizing the questions for the interviews. We are working with Helene Murtha who will be reaching out to her network to encourage people to apply for the Director job. Town Administrator Luiz is assembling a courtesy panel to help us review resumes and, we hope, participate in interviews with the candidates.
6. **Old Business:** There has been no new information from Town Administrator Luiz and the Town's Attorneys related to questions about the Code of Conduct Policy.
7. **New Business:** Member Sanborn reported on the DEI conversations held last month.
8. **Friends:** Marina Coprio reported on behalf of the Friends. She said she had nothing extraordinary to report. The shredding day went well. They netted around \$3,000. There were fewer participants than in the spring, but they plan to continue the opportunity twice a year going forward. The reception for the Photography exhibition had around 50 attendees. There will be a holiday reception at the Library for those who support, and actively participate in and lead programs for the Friends. Donations are active.
9. **Adjournment:**

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

Next Board meeting is Tuesday, December 6th, at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

**Weston Public Library
Interim Director's Report
November 1, 2022**

Operations

- The library was open for 30 days in October 2022. The gate count was 5,260, an increase of 5% over the September count of 4,989 and 48% over October 2021.
- Checkouts: There were 5,548 physical item circulations and 1,356 digital circulations.

Finances

- A check for \$34.61 was written from the Director's account to Karen Bennett to cover the cost of program supplies.

Programs

- Programs Held in October: Adult 16, Teen 7, Children 39
- 44 outside groups/individuals reserved library spaces for meetings/activities in October. The conference rooms are usually fully occupied each afternoon, with a significant amount of "work from home" usage in the mornings.

Policies

- The Computer and Internet Policy references incorrect costs and a printing method we no longer use. It currently states:

Library patrons must pay for printouts at the Information Desk prior to leaving the Library. Black and white printouts from the Library's public Internet computers are 10¢/page. Black and white or color printouts from the Library's wireless printer are 25¢/page.

It should be changed to:

Library patrons must pay for printouts at the Information Desk or using the online printing interface. Black and white printouts are \$.20/page, color printouts are \$.40/page.

Departmental Reports

Children and Young Adult - Alessandra Casiello

Children's Room/YA Space Updates:

- Both the Children's Room and YA Spaces are getting a lot of use especially after school by kids, teens and tutors.

Notable Children's/YA Programs/Collections:

- In October we held a few special events for kids and teens:
 - Grocery Games with Food Explorers
 - Circle K Farms Animal Visit (rescheduled from August and paid for by the Friends)
- We also held a few ZOOM lectures for parents with the following groups:
 - Stand Out for College
 - Study Skills 4 Students
 - Counsel Academy
- Our book clubs are off to a great start and we are seeing 3-4 ongoing attendees for every group but our grades 10-12 book discussion. There have been registrations for that book club and books have been checked out but nobody has shown up.

Upcoming:

- In November we will be adding a few new SHELFpacks and Board Games to the collections. They have already been purchased and will be cataloged so they can be checked out.
- In November we have several specialty programs for kids and teens:
 - Introduction to Sculpture with Counsel Academy 11/4 (ZOOM)
 - Introduction to Zumba with Counsel Academy 11/16
 - Make Your Own U.S. History Sticker Books with Sticker Book Icons 11/23
 - Food Explorers: Chopped! Salads Challenge 11/29
- We also have several specialty programs for parents:
 - Study Skills and Executive Functioning with Novella Prep 11/9
 - Navigating College Admissions with Stand Out for College 11/16 (ZOOM)

Professional Development:

- Attended NELA Conference Committee meetings 10/6 & 10/20 (was not able to attend NELA Conference 10/22-25 due to personal issues) Will be able to access the PreConference Virtual Recordings.
- Attended NELA Finance Committee meeting 10/7
- Attended Set the Stage Initiative meeting 10/12
- Attended CLA Conference Committee meeting 10/17
- Attended CLA Board meeting 10/20

Technical Services and Interlibrary Loan - Karen Bennett

I was able to get on to Karen Tatarka's computer to get the files for the policies so they could be updated. Jonathan wanted the Code of Conduct policy for the town attorney to look at. All policies have been updated on the website as well as the job search information.

The Sip and Stitch and Cookbook Club programs are going well. Anne and I did a Tech Cafe program and will run this monthly.

Book deliveries have been erratic again. It goes from no boxes one week to many the next. I try to get everything processed in a timely manner.

The two Bibliomation steering committees I am on are moving along, with many enhancements we have tested and approved being implemented in Evergreen.

Adult Services - Anne Mastroianni

Weeding of the Adult Fiction collection has been moving along well, with the help of volunteer Jennifer Moscato. The shelves are now much more comfortable, with room for books to be displayed face out on the ends.

Anne and Karen hosted a Tech Cafe, we offered free coffee and helped patrons with their devices.

Patrons continue to enjoy checking the Lucky Day shelf for new titles, and also browsing the nearby changing display, in October it was Spooky Stories.

The library also featured a display acknowledging October as National Domestic Violence Awareness Month, featuring relevant library books, and materials made available by the Domestic Violence Crisis Center in Stamford.

- **Meetings and Webinars Attended:**

October 12 - Zoom Meeting: Bibliomation Circulation meeting. Staff at Bibliomation discussed changes coming to the system and answered questions about operations.

October 19 - Webinar: Strategies for Budgets presented by Libby Post and the Connecticut State Library.

October 21 - Recorded Webinar provided by the Connecticut State Library's Niche Academy: Dealing With the Difficult Patrons.

October 24 - Recorded Webinar provided by the Connecticut State Library's Niche Academy: How to Handle Angry Customers.

October 27 - Zoom Meeting: Local Circulation Manager Group. Discussion included going fine-free, dealing with expired patron accounts, and completing the State Annual Report

October 28 - Webinar: Promoting Your Collections: Messaging, Merchandising, and More. Presenter Kathy Dempsy spoke about the importance of promoting the collections we work so hard to build. Libraries need to identify the customers they would like to reach, choose a message that will be meaningful to them, and send the message on a platform that will reach that audience.

Circulation Statistics - This month to same month last year

	October 2021	October 2022	Percent Change
Physical Circulation	4,314	5,548	29
Digital Circulation	1,228	1,356	10
TOTAL	5,542	6,904	25

Circulation Statistics - Last Month to This Month

	September 2022	October 2022	Percent Change
Physical Circulation	5,496	5,548	1
Digital Circulation	1,406	1,356	-3
TOTAL	6,902	6,904	0

