

**Wethersfield Library Board
Minutes of January 26, 2010**

Members present: Kim Bobin, Susan Grady, Clare Meade, Jenny Miglus, Brad Milvae, Polly Moon, Ralph Horowitz, David Troy, Tim Tuell

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends of the Library; David Drake, Council Liaison; and many library staff.

CALL TO ORDER: Chairperson Polly Moon called the meeting to order at 7:16.

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

FRIENDS OF THE LIBRARY:

- The Book Nook has averaged \$310/month. It brought in a total of \$3,400 from Feb.-Dec. 2009.
- The romance book sale will be Saturday, Feb. 13 for a full day, Sunday, Feb. 14 for half a day.
- The children's book sale will be Tuesday, Feb 16, 10 am-8 pm, and Wednesday, Feb 17, 10 am-4 pm.
- A two-day book sale is planned for March 26-27, 2010.
- The Friends e-mail database is complete. A message was sent on 1/25, inviting people on the list to join the Friends of the Library and/or make a donation. Martha thanked the library staff for their help with this project.
- David Drake suggested that the Friends might be able to take advantage of the town's credit card payment system for processing donations.

COUNCIL LIAISON: No report

APPROVAL OF MINUTES OF DECEMBER 1, 2009

It was moved, seconded and carried to approve the minutes as presented.

QUESTIONS FOR THE LIBRARY DIRECTOR

- Tim requested and received explanations for several lines in the operating budget.
- Kim asked about assistance with grant writing for her ESL program. She and Laurel will discuss.
- Laurel reported discipline problems with large groups of students coming to the library after school. She has met with the police and is working on a letter to be sent to all parents. Starting February 1 students will be asked to present their IDs to enter the library. Police officer Rivera will be doing training with the monitor, Dan.
- Laurel distributed copies of her capital budget proposal. David Drake mentioned the possibility of some money for RFID this year.
- To date more than 300 surveys have been returned.
- The library continues to have active job support programs.
- Laurel attended the State of the Town breakfast, and a budget discussion with other library directors.
- The Library administrative team met with Town Manager Jeff Bridges to discuss the program format he has requested for the budget proposal.
- There was discussion on how to track missing items. Currently items are listed as missing only when they are requested and can't be found. RFID would help with inventory control and theft prevention.
- David Troy is studying statistics on the use of materials in various formats.

CHAIRMAN'S COMMENTS: Polly stated that the joint Library Board / Town Council meeting that preceded the current meeting was very productive. It was the first since she has been on the board and she was pleased with the give and take in the conversation. The bad budget news was not unexpected and the Finance Committee and Laurel have been at work.

NEW BUSINESS

- Laurel, Polly and Clare met in December with John Console, David Drake, Paul Montineri and Jeff Bridges. Discussion centered on two possible models for administering the library.
 - Privatization: The Library would change from being a municipal department to becoming a private association. Historically many Connecticut libraries started as private association libraries, but over the years 50% have become municipal departments. All receive town funds to some degree. No Connecticut library has reverted back to private association status after becoming a municipal department. Questions: What would the savings be? What would be the benefit to town citizens?
 - Management of the library by an outside company. The Board might remain.
- Jeff Bridges is asking the town attorney, Jack Bradley, of the legality of option #1 and whether this would require a charter revision.
- Clare pointed out that these are long-term issues and will not affect the immediate budget considerations. The library is not being singled out for 'out of the box' thinking. These are just ideas.

PROPOSED LIBRARY VOLUNTEER POLICY

- The policy was edited to remove redundancies between the Hiring and Staff as Volunteers sections.
- Martha Mayer requested and received clarification on library volunteers vs. volunteers for the Friends.
- **It was moved, seconded and carried to approve the volunteer policy as edited.**

PROPOSED REVISIONS TO LIBRARY BY-LAWS

- There was discussion of adding standing committees. Consensus was that such committees not be specified but should be established as necessary.
- Susan will create a draft and submit it to Laurel.

ANNUAL BUDGET TIMETABLE AND PROCESS

- Laurel distributed a budget timetable. She has been requested to do a functional analysis of the library budget and submit it to the town manager by Friday, January 29.
- The board felt that a budget should be reviewed by the Finance Committee and approved by the whole board before being submitted to Jeff. The Finance Committee will meet before Tuesday, February 2. There will be a special meeting of the whole board Feb. 2 at 6:30 pm.

COMMITTEE REPORTS

- Finance Committee –
 - Members of the Finance Committee attended a meeting last week with the Council's Budget Committee and town department heads. Chief concern was finding substantive ways to save.
 - The paperwork is finalized and was signed tonight to create the new endowment account at Liberty Bank. **It was moved, seconded and carried to allow Clare Meade and Tim Tuell to conduct business with Liberty Bank as representatives of the Wethersfield Library Board**
 - There was discussion of moving encumbered funds from the action fund to the endowed acct.
- Outreach Committee –
 - Jenny created a flyer for the Friends to distribute at the Book Nook and book sales. It lists talking points for presentation to Council, and lists dates of council meetings between now and April. Hopefully this will encourage people to speak up for the library budget.
 - Jenny and Donna Brown are working on a PowerPoint presentation for the March 15 council meeting.

OTHER BUSINESS: None

At 8:30 it was moved, seconded and carried to adjourn the meeting.

Next month's meeting will be on February 23, at 7:00 p.m.

Respectfully submitted 2/11/10,

