

**Wethersfield Library Board  
Minutes of September 22, 2009**

**Members present:** Susan Grady, Ralph Horowitz, Clare Meade, Jenny Miglus, Polly Moon, David Troy

**Excused:** Kim Bobin, Timothy Tuell, Brad Milvae.

**Others:** Laurel Goodgion, Library Director, Luci Domick, Friends of the Library;

**CALL TO ORDER:** Chairperson Polly Moon called the meeting to order at 7:04.

**PUBLIC COMMENT:** None

**ADDITIONS TO THE AGENDA:** None

**CHAIRMAN'S COMMENTS:** None

**FRIENDS OF THE LIBRARY:**

- The September issue of *Wethersfield Life* includes a color ad to join the Friends of the Library. The design submitted by the Friends was re-designed by staff at the newspaper. The Friends were complimented on the idea of placing the ad. There was a difference of opinion about the re-design.
- The Friends membership renewal mailing to their current members is done.
- The Friends booth at the Cornfest yielded just under \$450 in book sales in spite of rain, and a slightly lower inventory. Brad Milvae was very helpful in transporting the books. There were very few books to bring back, due partly to a \$5/bag offer at the end of the event.
- Wethersfield author Judith Ivie will be the speaker for the Friends annual meeting on October 13. She will talk about the publishing industry.

**COUNCIL LIAISON:** No report

**APPROVAL OF MINUTES OF AUGUST 25, 2009**

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

**QUESTIONS FOR THE LIBRARY DIRECTOR**

- Regarding the action fund, Polly asked about the transfer of encumbered funds from the Viggiano fund into the income line. Laurel explained that this was to pay for furniture for a study room. Items have already been ordered.
- Laurel reported that there is lots going on at the library. Examples included a pilot homework center for elementary students, Mondays and Tuesdays from 3-6; the return of the Labor Department Bus; the start-up of the monthly English as a Second Language conversation group run by Sue Grady and Kim Bobin.
- Strategic Plan: The staff retreat will be Wednesday, 9/23 in the afternoon. Participation is voluntary; 25 out of 34 members of the staff are attending. Invitations to members of the community have gone out for the October 6 input meeting; Jeff Bridges has been invited too. Laurel is working on a community survey using examples from other libraries. This will be printed in a preferred position in *Wethersfield Life*.
- Laurel distributed copies of the home page of the Website re-design. David Troy asked about the issue of the site timing-out when he requests books online. There was

discussion of the online catalog. Laurel asked David to bring his concern to Pam's attention so that she can bring it to the next info-services meeting.

- Statistics: Usage is still extremely high. Polly requested that the next statistics report include a comparison with the last year the library was fully open.
- The new computers in the teen area are very popular and adults are using them too. The new monitor, Dan Mendez, is doing a good job. David gave a positive report of witnessing Dan in action. Laurel said she would pass that along to Dan.

[7:49 pm –Luci Domick left the meeting.]

### **POLICY REVIEW**

- Behavior Policy – There was discussion of the tone this policy should have; one sentence was removed to make it more formal. “Soliciting” was added as an unacceptable activity. It was then moved, seconded and carried to approve the Behavior Policy as amended.

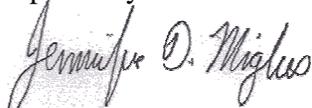
### **COMMITTEE REPORTS**

- Finance Committee:
  - The signatories have been changed on the Bank of America account. There is now a search to find a new bank which will be more responsive to the board's needs and will be able to support a new endowment fund. Laurel and Tim will research possible banks and bring two suggestions to the October meeting.
  - Although an endowment fund is needed, the committee does not feel that it is necessary to establish a foundation at this time.
  - An endowment fund will necessitate an up to date gift policy. A draft Gift Policy was distributed and discussed. Vote on approving the policy was tabled to allow more time to consider gifts other than books or monetary gifts. Laurel will refine the wording of the draft to make it more consistent.
  - The committee will have three policies for review at the October meeting; the Gift Policy, and Endowment Policy, and an Investment Policy.
  - The committee has discussed the budget calendar with the town budget due January 30. This is complicated by the November elections and the holidays. For the December board meeting, Laurel was asked to prepare several different ways to achieve a flat budget, with costs vs. benefits for each.
- Outreach Committee – Ralph has graciously offered to join this committee. Current efforts are directed at promoting RFID to Council through their office hours at the start of each month. Kim met with Gerri Roberts on September 3 and this was mentioned favorably in the Council minutes. Jenny will meet with Paul Montineri on October 1. She will also work on getting photos to Donna Brown for her promotional CD.

### **OTHER BUSINESS: None**

At 8:19 it was moved, seconded and carried to adjourn the meeting.  
Next month's meeting will be on October 27, at 7:00 pm.

Respectfully submitted 9/27/09,



Jennifer D. Miglus, Secretary