

**Wethersfield Library Board
Minutes of December 1, 2009**

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

Excused: Ralph Horowitz

Others: Laurel Goodgion, Library Director, Lucille Plouffe, Friends of the Library;

CALL TO ORDER: Chairperson Polly Moon called the meeting to order at 7:03.

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

CHAIRMAN'S COMMENTS: None

FRIENDS OF THE LIBRARY:

- The new Friends board consists of Martha Mayer, President; Bonnie Solberg, Vice-President; Luci Domick, Secretary; and Donna Brown, Treasurer.
- A two-day book sale is planned for March 26-27, 2010. Several smaller sales are being considered for February. A Valentines Day sale would sell romance novels. A sale during the week of school vacation would sell children's books.
- The Book Nook is still very popular.
- The membership drive has yielded almost 200 members.
- The Friends e-mail database is almost complete. These addresses were collected during registration for the summer reading program.

[Lucille Plouffe left at 7:10]

COUNCIL LIAISON: No report

APPROVAL OF MINUTES OF OCTOBER 27, 2009

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

QUESTIONS FOR THE LIBRARY DIRECTOR

- Laurel distributed copies of the *Connecticut Magazine* article: Rating the Towns. She pointed out that the per-capita spending listed for Wethersfield Library is comparatively high and this is due to the way the statistics are collected. Not all libraries pay for the same things from their budget (i.e. maintenance, staff benefits.) It is important to mention this if people bring up the high figure.
- Laurel has written personal letters to all current town council members with library brochures included. She has also written thank-you notes to retiring council members.
- The town manager is planning a tour of all town buildings for new council members. The library will be included.
- There are now 7 volunteers signed up to work on a weekly basis at the library thanks to Joan Guthier's recruitment efforts.
- Laurel was asked why the budget line for books still has so much left. Purchasing has been backed up due to high staff demand at the desk. A purchase order is still open from last year as well. She will make sure to encumber the bulk of this line as soon as possible.

STRATEGIC PLAN

- The Board retreat was productive. The notes from facilitator Pat Holloway will be coming soon.

- Over 100 surveys have been returned so far. Only a few were cut from *Wethersfield Life*, but it is possible that the ad directed patrons to the copy of the survey on the Website. Laurel hopes to present the results of the survey at the December 21 council meeting.

CAPITAL BUDGET

- Laurel will be submitting a capital budget request for an RFID system by December 11. A draft of the request was discussed. David Troy suggested the acronym “PASS” for Productivity and Security System as a catchier phrase than RFID. Laurel will re-work the proposal incorporating this, emphasizing the system’s ability to reduce work-related repetitive stress injuries, and give more specific cost estimates including ongoing costs.
- Sue Grady will call Leigh Slater again, to pursue outside sources of funding.

COMMITTEE REPORTS

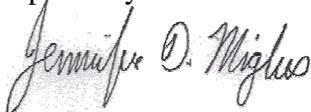
- Outreach Committee –
 - The Outreach Committee has come up with at least one objective per month to raise awareness of the library. In November the survey was distributed. In December Laurel will present to council. In January patrons will be asked to tell why they love the library using the forms developed last year. In February there is a statewide library promotion called “Snapshot” (<http://snapshotctlib.wordpress.com/toolkit-for-librarians/>.) In March the outreach committee will present a PowerPoint presentation to council and the Friends will do a mailing reminding people of the importance of the budget hearing in April. In April, reminders will be placed in library materials as they are checked out with time and place of the hearing.
 - Clare and Jenny ‘attended’ the Webinar on social networking as a tool to promote the library. This is just one tool among many but it can be a good way to reach new library supporters who may not be regular library users. A social media policy needs to be created. Westport library has an active Facebook presence.
- Finance Committee –
 - Liberty Bank has been selected as the new bank for the library fund. An endowed account has been created with seed money of \$200. **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.**
 - Budget options: Laurel prepared four versions of a budget as an exercise for the actual budget process. The options were discussed. Each has different priorities but the main areas affected in any flat budget are materials/programs, or hours the library is open. Laurel felt the exercise was valuable for her and for her staff. All will continue to think of ways to increase efficiency. RFID would help with this.
- Bylaws – the bylaws were last reviewed in 2005. Polly has asked Susan Grady to review them and make suggestions for updating. Sue will have a draft for the January meeting. Laurel will send a digital copy to the board for their thoughts and review as well.

OTHER BUSINESS: None

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

Next month’s meeting will be on January 26, at 7:00 p.m.

Respectfully submitted 12/06/09,



Jennifer D. Miglus, Secretary