

[NOTE: These minutes are made available to the public prior to Library Board acceptance.]

Wethersfield Library Board Minutes of August 26, 2008

Members present: Greg Bedula, Kimberly Bobin, Susan Grady, Ralph Horowitz, Clare Meade, Jennifer Miglus, Brad Milvae, Polly Moon

Members excused: Paul Courchaine

Staff present: Laurel Goodgion, Library Director

CALL TO ORDER

Chairperson Polly Moon called the meeting to order at 7:00.

PUBLIC COMMENT: NONE

ADDITIONS TO THE AGENDA: NONE

RENOVATION

Laurel reported that she and Liz Kirkpatrick attended a co-ordination meeting with Joe Coombs, Mike Turner, and Bonnie Therrien.

Liz attended a renovation job meeting. The finish date is still Oct. 8. The Library's opening date remains Jan. 20, 2009.

Laurel met with Jim McDonald, Asst. Director of Physical Services, about moving the Library furniture. She is hoping that the library move will not conflict with leaf pickup or snow removal.

She also contacted National Library Relocation, who will be bringing the stored books back and loading them on the shelves. This must be coordinated with the return of the stored shelving and the installation of the new shelving. Laurel is trying to leave time between dates in case there is a holdup or some other unforeseen event.

FRIENDS OF THE LIBRARY

Laurel reported that the Friends' President, Luci Domick, wanted to remind the Board of the Friends' annual meeting on Oct. 14 at 7p.m. in the Children's Program Room in the Library. Phil Lohman, the keynote speaker, will be talking about *The Witch of Blackbird Pond*. Polly Moon reminded Board members to become members of the Friends and attend their meetings.

Clare Meade arrived at 7:09.

COUNCIL LIAISON: NOT IN ATTENDANCE

APPROVAL OF THE MINUTES OF JULY 22, 2008

The [minutes of July 22, 2008](#) were approved as distributed. There was one abstention.

LIBRARY DIRECTOR

Laurel reported that there was a three-hour power outage on Friday. There was a ten-minute notice. The Library had no power; the Town has a generator. The Library was closed to the public, but the staff was able to work because of the natural light available in the offices.

Polly Moon asked if there is a procedure to evacuate people from the Library. Laurel said yes. Staff is finding the Library telephone system's paging function very useful not only in this case but also for announcing routine closings each day and for morning announcements.

Laurel submitted former Board chairman Greg Curtin's name as a nominee for the Association of Connecticut Library's Board's Library Trustee of the Year award.

Laurel attended and spoke at the new teacher orientation. She gave each teacher a packet of information about the Library.

Four staff members attended a library security workshop and held a follow-up meeting. The staff is working on an emergency manual

Four staff members attended a hiring pitfalls workshop. The Library is in full compliance with the requirements presented at the workshop.

Kim Bobin, Susan Grady, and Laurel Goodgion attended the Liberty Bank ribbon-cutting on July 20. Lucille Plouffe, vice-president of the Friends, accepted the \$1000 donation from the bank.

Laurel distributed and explained the Library Collection Turnover Rate. The Library has finally achieved a turnover rate of four.

Laurel announced that there will be a reception on Oct. 22 in the Rotary Room in the Keeney Center for outgoing Board members and for new Board members. It will be co-hosted by the Friends of the Library and the Library Board. There will be another reception celebrating the re-opening of the full Library, probably in March.

CORNFEST

Laurel reminded Board members to sign up for the Cornfest.

DONOR AD

The Board discussed putting an ad in *Wethersfield Life* to thank donors who contributed to the fundraising campaign. Polly Moon reminded everyone to thank personally those they know who contributed. She also mentioned thanking Sen. Paul Doyle for being honorary chairman.

Susan Grady moved that \$486 from the Action Fund be used to purchase a half-page ad in *Wethersfield Life* thanking those who donated to the fundraising campaign. Brad Milvae seconded. The motion carried.

POLICIES

Wireless Access

Clare Meade moved that the proposed Wireless Access Policy be approved as revised. Greg Bedula seconded. The motion carried.

Discards

Clare Meade moved to approve the Discards policy as revised. Jen Miglus seconded. The motion carried.

Access to Library Materials

Clare Meade moved to approve the policy on Access to Library Materials as revised. Greg Bedula seconded. The motion carried.

BOARD COMMITTEES AND THEIR MISSIONS

Polly Moon stated that two key committees are the Finance Committee and the Community Outreach Committee. They will meet on a regular basis.

The Finance Committee will concentrate on the budget, which is an ongoing issue. The committee will review the way the finances are set up. There is a need for an endowment fund.

There are many possibilities for community outreach. The main purpose of this committee will be to raise awareness of the Library and to work with the Friends of the Library to co-ordinate in preparation for important Library undertakings. Clare Meade suggested dialogue gatherings, in which supporters gather a group of their friends to discuss challenges facing the Library. A patron survey was also suggested.

The executive committee has been re-instituted and will meet on the third Tuesday of the month to set the agenda for the Board meeting on the fourth Tuesday.

The Board Development and Nominating committees will be ad hoc committees that are formed at the end of the fiscal year when the Board is searching for new members.

Laurel distributed an article from the *Hartford Courant* concerning library closures in Hartford. She also distributed the OCLU report, which is a study of library support in America. She stated that the last third of the report is the most pertinent.

Kim Bobin commented on the good job the children's librarians did with the summer reading program. Her children, and others, had a "blast." The party at the end of the program was great.

At 8:15 Susan Grady moved to go into executive session to conduct the annual review of the Library Director. Brad Milvae seconded. The motion carried.

At 8:32 Clare Meade moved to come out of executive session. Greg Bedula seconded. The motion carried.

At 8:33 Brad Milvae moved to adjourn. Clare Meade seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary