

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

Wethersfield Library Board Minutes of October 28, 2008

Members present: Kimberly Bobin, Paul Courchaine, Susan Grady, Ralph Horowitz, Jennifer Miglus, Brad Milvae, Polly Moon

Members excused: Greg Bedula, Clare Meade

Staff present: Laurel Goodgion, director; Liz Kirkpatrick, asst. director; Pam Kelly, adult services manager

Others present: John Cascio, Town Council liaison; Paul Montinieri, Town Council liaison from the Building Committee

CALL TO ORDER

Chairperson Polly Moon called the meeting to order at 7:02.

PUBLIC COMMENT: NONE

ADDITION TO THE AGENDA

Withdrawal from the Action Fund

STAFF PRESENTATION: PAM KELLY, ADULT SERVICES MANAGER

Pam Kelly made a PowerPoint presentation of the Adult Services Department entitled "People Who Need People." Some things explained were the Library's Mission, the various databases, the museum pass program, computer classes, services for small businesses, and the variety of information requests that the staff answers, e.g., how to apply for jobs online and obtain tax forms. Pam distributed an information sheet entitled "24-Hour Library Service."

Paul Montinieri arrived at 7:12.

RENOVATION

Paul Montinieri, council liaison from the Building Committee, stated that he and Councilor Cascio shared the Library's concerns about a lack of funds for a materials security system. He said the Town Council decided to hold off on two Library line items concerning security. Council first had to address funding to complete Council Chambers, which also will serve as an emergency shelter and command center for Homeland Security. Figures had come in higher, and Council needed to close the funding gap. After a long discussion, the Council drew the monies for Council Chambers from the Library's electronic security, but he stressed that Library security is still a top priority. There is widespread support for this item, and they will figure out a way to get it done. A Radio Frequency Identification system (RFID) is out of the renovation budget and will be considered as a Capital Budget request. It might go into another budget year.

Councilor John Cascio stressed the need for an historical reference on these topics. Phase 1 dates back to 1998. One can't look to fundraising for an item like the Library security system. It wasn't one or the other. It was a coincidence that the dollar amounts were the same. He urged the Board to continually crusade for the needs of the Library. The good news is that the Library has a capable staff to monitor and handle organizational changes.

Paul Courchaine referred to the equipment and furnishings priority item list the Library drew up last year, the main item of which was adult shelving at a cost of \$140,000.

Items totaling \$45,000 were not funded. Some of these are computer stations for children, tables and chairs for the Children's Department, units for paperbacks and DVDs.

Laurel added that the meeting room kitchen needs appliances. The old appliances were removed and have not been replaced.

The original \$300,000 bond issue allocation for Library furnishings has been whittled away.

John Cascio asked what the Building Committee's answer to the lack of \$45,000 was. There is no money left in the Building Committee budget. They had to address asbestos problems, which cropped up in Phase 2. Any more monies will have to come from the Town.

Polly Moon suggested sitting down with the Building Committee to see what's in and what's out.

Paul Montinieri said he would talk to the Building Committee and report back to the Board. He will also talk to the mayor and John Cascio to lay a template down.

Paul Corchaine added that the Board Finance Committee will be at the next Town Council budget meeting with Councilor Jeff Kotkin.

Laurel brought up the topic of the grant from the Hartford Foundation for Public Giving for furnishing a teen area in the Library. The monies couldn't be used previously because of the renovation. Now that the renovation is coming to an end the Library would like to begin using the grant money. The Foundation requires that the Library put up half the money for a purchase, which will be reimbursed.

MOTION

Susan Grady moved that the Library Board approve the expenditure of \$2,331 from the Action Fund for the purpose of making a deposit on the purchase of booths for the Teen Area. The funds will be reimbursed by the Hartford Foundation for Public Giving as part of their grant for furnishing the Teen Area. Jen Miglus seconded. The motion carried.

Laurel distributed a handout detailing the next three months (Nov. through Jan.) of work to be completed in the Library: installing new shelving, cleaning the carpets, installing stored shelving, shelving books by NLR, moving and interfiling by staff of 34,000 volumes to the main and second floors. The Library will be closed from Jan. 5 to the end of the month.

Laurel has completed layouts of pieces of furniture for two offices so far.

FRIENDS OF THE LIBRARY

Jen Miglus, Board liaison to the Friends of the Library, reported that Phil Lohman's lecture on The Witch of Blackbird Pond at the Friends' Annual Meeting, was well attended and that Paul Courchaine's food of the colonial era was very good.

APPROVAL OF THE MINUTES

The [minutes of September 23, 2008](#), were approved as distributed.

LIBRARY DIRECTOR

Polly Moon requested that the Finance Committee look at the encumbered funds in the Action Fund and put them in an interest-bearing account.

Jen Miglus suggested the use of an Excel spreadsheet for the Action Fund.

INTERNET POLICY

Brad Milvae moved to approve the Library Internet Policy as recommended by the Town Attorney. Jen Miglus seconded. The motion carried.

COMMUNITY OUTREACH COMMITTEE

Kim Bobbin reported on the Oct. 7 meeting. Some ideas discussed for raising the profile of the Library are as follows:

- Creation of a form to document good things patrons say about the Library and to encourage them to contact a Town Council member and/or write a letter to the newspaper, creation of a short video of children in the Library (Kim's son would like to work on this.)
- development of a customer survey to see what patrons like/don't like
- more communication with the Friends of the Library: Jen Miglus volunteered to be a liaison to the Friends and attend their meetings
- improved communication with the Town Council

At 8:46 Susan Grady moved to adjourn. Polly Moon seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary