

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

---

## **Wethersfield Library Board Minutes of June 27, 2006**

**Members Present:** Donna Brown, Greg Curtin, Susan Grady, Gene Grayson, Howard Greenblatt, Brad Milvae, Polly Moon, Karen Mortensen, Lucille Plouffe

**Staff Present:** Laurel Goodgion, Director; Liz Kirkpatrick, Asst. Director

### **CALL TO ORDER**

Chairman Greg Curtin called the meeting to order at 7:05.

**PUBLIC COMMENT:** NONE

**FRIENDS OF THE LIBRARY:** Lucille Plouffe reported that the Friends' book sale on June 24 was a success with proceeds around \$400. Laurel Goodgion reported that the Friends of the Library meetings at the Nature Center are very pleasant. The Friends have funded all museum passes, which include some additional ones.

**COUNCIL LIAISON REPORT:** NONE

### **APPROVAL OF THE MINUTES**

[The minutes of May 23, 2006](#) were approved as distributed.

### **QUESTIONS FOR THE LIBRARY DIRECTOR**

There was a question concerning the Action Fund report.

Donna Brown arrived at 7:10.

A question was raised about the Library's Strategic Plan. Laurel reported that she had received a report from Simone Joyaux, strategic planning consultant. Laurel and Liz met with the staff who had attended the Strategic Planning Kick-off and Retreat to get their input. The next step is for department managers to develop specific goals for their departments. A suggestion was made that there might not be a need for a lot of goals every year for every department, but instead a concentration on the goals of one department.

The Board may need to reconfigure its committees to align with the Strategic Plan.

A date is needed to orient all three new Board members together.

Outgoing Board member Lucille Plouffe returned her Library Policy Handbook. The other outgoing members were reminded to turn their handbooks in also.

### **LIBRARY BOARD/ LIBRARY DIRECTOR RELATIONSHIP POLICY**

Town Attorney Jack Bradley recommended the deletion of the first paragraph under the heading "Delegation to the Library Director." State statutes read that the management of public libraries is vested in the Board of Directors. The rest of the policy accurately describes the relationship between Library Director and Board. Donna Brown moved to

accept the policy as revised. Gene Grayson seconded. The motion carried.

## **RENOVATION**

Laurel Goodgion and Liz Kirkpatrick will meet with Town Manager Bonnie Therrien and Town Engineer Mike Turner tomorrow to discuss the renovation closing. In addition to renovation issues, there are still asbestos abatement issues to deal with. The Library may not be getting to the ground floor until mid-September. Three weeks will be needed to get ready before the temporary library can be opened to the public. The first and second floors might not be ready until Feb. 1, 2007.

The Library will serve the public with the temporary library. Laurel distributed a layout of the temporary library, which will be in the new meeting room on the ground floor. Patrons will have to use the Town Hall stairs or elevator and then go through the connector to the meeting room, a bit of maneuvering.

The Adult Services staff will be able to remain in their permanent offices during the closing. Adult Services and the circulation staff may be moving to their permanent offices in mid-July. The Trust Fund will pay for department managers' office furniture. The cost of work stations will be part of the construction budget.

Children's shelving has not gone out to bid yet. On Friday Laurel and Liz will meet with Karen Ribnicky, library shelving expert.

As time goes on, the Library will "grow into" the renovation.

While the temporary library is operating, Library staff will be doing a lot of inter-library loans in order to meet patron needs.

## **NOMINATING COMMITTEE**

Karen Mortensen, Nominating Committee, proposed the following slate of officers for the coming year: Greg Curtin, one more year as chairman, Polly Moon, vice-chair, and Susan Grady, secretary. Brad Milvae moved that nominations be closed. Lucille Plouffe seconded. The motion carried.

## **BOARD DEVELOPMENT COMMITTEE**

The three new Board members confirmed by the Town Council are as follows: Greg Bedula, Paul Courchaine, and Tracy Gionfriddo. The Board Development Committee did a very good job in recruiting these new members with their varying skill sets that will benefit the Library.

Greg Curtin thanked the outgoing Board members for their excellent service to the Library. The present Board has worked together for a long time. The profile of the Library in town has been raised by this Board's advocacy.

The next meeting will be held at Greg's house. He hopes that orientation for all new Board members will be completed by that time.

At 7:50 Lucille Plouffe moved to go into an executive session to discuss union issues. Donna Brown seconded. The motion carried.

At 8:05 Donna Brown moved to end executive session. Lucille Plouffe seconded. The motion carried.

At 8:06 Lucille Plouffe moved to go into another executive session to discuss the Library Director's annual evaluation. Donna Brown seconded. The motion carried.

Liz Kirkpatrick left at 8:06.

At 8:25 Donna Brown moved to come out of executive session. Gene Grayson seconded. The motion carried.

At 8:27 Brad Milvae moved to adjourn. Karen Mortensen seconded. The motion carried

Respectfully submitted,

Susan Grady  
Secretary