

Wethersfield Library Board Minutes of September 26, 2006

Members present: Greg Bedula, Paul Courchaine, Greg Curtin, Tracy Gionfriddo, Susan Grady, Howard Greenblatt, Brad Milvae, Pauline Moon

Members absent: Karen Mortensen

Staff present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director

Also present: Christine Fortunato, Town Council Liaison

CALL TO ORDER

Chairman Greg Curtin called the meeting to order at 7:03.

PUBLIC COMMENT: NONE

RENOVATION

Director Laurel Goodgion stated that the temporary certificate of occupancy for the Library ground floor was not received until late in the day on Friday, Sept. 22, 2006, so the staff were not able to begin moving to the ground floor until Monday morning, five days behind the original schedule.

Tracy Gionfriddo arrived at 7:05.

Laurel reported that National Library Relocations, the book packers/movers, did a great job. Shelving Consultant Karen Ribnicky had created diagrams for all storage areas and every shelf in them. The town crew will move the Children's Dept., which must be vacated by Friday. The next goal is to vacate the receiving area, then the administrative office. Some furniture will be left on the first floor and moved back and forth. The upholstered furniture will be moved downstairs, where it will be cleaner. Telephones will be delivered tomorrow (Wed.). Cutover to the new system and training will be held on Thursday. Laurel will email the new telephone numbers on Monday.

The furniture for adult services, the circulation department, and the managers' offices will be delivered on Friday. There are no telephone connections in the new offices. Gary Santoro is working to remedy the situation.

Nutmeg Construction Company's next step is containment in the children's and receiving areas in order to conduct asbestos abatement.

The children's workroom furnishings will arrive in a week or two, about a week behind schedule. The workroom will be open in mid-October.

The regular work of the Library continues. The Library is still ordering and unpacking new books and other materials.

A suggestion was made that Director Laurel Goodgion and Chairperson Greg Curtin appear on local TV when the mini-library is opened.

FRIENDS OF THE LIBRARY/ CORNFEST

Liz Kirkpatrick presented a report from Luci Domick, President of the Friends of the Library. The Friends made \$156 selling books at the Cornfest held on Sept. 16. They also gave out 100 membership forms.

Liz thanked all the Board members who helped staff the Library booth at the Cornfest. The rulers were very popular. The literacy materials in the Library booth were also a great success. The remaining rulers will be distributed at the Craft Fair on Oct. 7.

Laurel Goodgion reported that she had spoken with Lucille Plouffe, a member of the Friends of the Library, who said that the Friends had mailed out 400 membership applications. The application form can also be accessed on the Library's website. The State Friends have issued a handbook, which can be downloaded.

Architect Peter Wells will be the speaker at the Friends' Annual Meeting at 7p.m. on October 11 at the Nature Center.

COUNCIL LIAISON

Christine Fortunato reported that she thanked the Library Board at the Shared Services Committee meeting for its input concerning the Technology Advisory Committee. The information will prove helpful in moving into the implementation stage during the next couple of years.

APPROVAL OF THE MINUTES

[The minutes of August 22, 2006](#) were approved as distributed.

QUESTIONS FOR THE LIBRARY DIRECTOR

Laurel answered questions about the financial report and custodial services. There is a monthly service contract for custodial services. Laurel will be meeting with Alex, the custodial supervisor, to point out all areas that need cleaning. Custodial services will be more costly when the Library occupies all three floors. There will be more public restrooms. A seven-day-a-week cleaning schedule will be necessary.

Laurel distributed the end-of-the-year revenue report.

The Board's annual retreat date is Sat., Nov. 18, at the Village Tavern. The topic will be enhancing communication and coordination between the Library Board and the Friends of the Library.

Christine Fortunato is helping the Friends of the Library to incorporate. She needs a disk of their bylaws. Laurel said she would provide Christine with a copy of the bylaws of the national Friends of the Library organization, Friends of Libraries USA.

The \$50,000 the Library Board donated from the Trust Fund for furnishing the new Children's Dept. and the \$20,000 grant from the Hartford Foundation for Public Giving for a teen library area will not impair the original bonded amount for the renovation project.

Christine Fortunato asked if there is a written document that the two amounts of donated money won't reduce the total amount of the bond. She also asked if there is proof of insurance for Library staff to make book deliveries to the homebound, to go to local schools for presentations, and to drive to workshops in their own cars. Greg Bedula said that the Town is covered for liability arising out of losses caused by employees or volunteers using their own vehicles for Town business.

LIBRARY POLICIES

Tracy Gionfriddo moved to approve the Lost or Damaged Materials Replacement Price List as revised. Paul Courchaine seconded. The motion carried.

Paul Courchaine moved to affirm the Bulletin Boards and Handouts Policy. Polly Moon seconded. The motion carried.

ENDORSEMENT OF TOWN PERSONNEL POLICIES

Paul Courchaine moved that Library employees are subject to all Town personnel policies that are not in conflict with Library policies or Library union contracts. Tracy Gionfriddo seconded. The motion carried.

FOI/ETHICS WORKSHOP

Laurel distributed copies of materials presented at the Freedom of Information/Ethics Workshop held at the police station community room on Oct. 12.

At 7:58 Paul Courchaine moved to go into executive session to discuss union negotiations. Tracy Gionfriddo seconded. The motion carried.

At 8:12 Paul Courchaine moved to come out of executive session. Greg Bedula seconded. The motion carried.

At 8:15 Paul Courchaine moved to adjourn. Howard Greenblatt seconded. The motion carried.

Respectfully submitted,

Susan Grady