

Wethersfield Library Board Minutes of October 24, 2006

Members present: Greg Bedula, Greg Curtin, Tracy Gionfriddo, Howard Greenblatt, Brad Milvae, Polly Moon.

Excused: Paul Courchaine, Susan Grady.

Absent: Karen Mortensen.

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

Others present: Mike Turner, Town Engineer; Nancy DesRochers, Friends of the Library Secretary, and Mike Hebert, staff member. Christine Fortunato arrived later.

CALL TO ORDER

Chairman Greg Curtin called the meeting to order at 7:07.

PUBLIC COMMENT

None

RENOVATION

Mike Turner, Town Engineer, reported on the progress of the renovation. The work currently underway is containment and asbestos abatement involving floor tiling and base molding in the former receiving area and the circulation/new book room. Abatement is complete in the former children's room and the mezzanine and will begin next week on the main reading room. In the former children's room framing and electrical is being installed for the future offices and conference rooms and insulation and sheet rock will begin soon in that area.

In the doorway between what was formerly the Reference Office on the mezzanine, and the former administrative office area, construction uncovered a steel I beam that prevents a level flooring. This is where the fan coil unit was in the Wethersfield History Room in the original 1957 building. In order to provide some natural light into this room, it was decided to install a former 6 foot horizontal window from the basement as a vertical window. Since the original door into the stacks remains, there is still adequate access to the room.

The installation of new boilers by Barry Associates is progressing right on schedule and should be complete by next week. Review of the Phase II documents will take place tomorrow (Oct. 25) and the bid request should go out by the end of October. By the start of the new year there should be an accepted bid.

Greg Curtin asked if the current contractor, Nutmeg, would be bidding on Phase II. Mike responded that they are perfectly free to submit a bid, but it seems unlikely at this time.

FRIENDS OF THE LIBRARY

Nancy DesRochers, Secretary of the Friends, reported on their October 11 annual meeting. Officers for 2006-2007 were elected: Lucille Domick, President; Eugene Grayson, Treasurer, and Nancy DesRochers, Secretary. Architect Peter Wells addressed the Friends on the plans for the renovation. The updated drawings he brought for the meeting are now on display in the entryway of the temporary library.

After the meeting Luci Domick and Lucille Plouffe met with Christine Fortunato to review and revise the bylaws of the Friends. The revised bylaws will be presented and voted on at the November 8 Friends meeting.

Ms. DesRochers also reported that of a membership drive mailing to 300, 1/3 have returned their membership applications, a number of them with additional donations above the membership dues. In addition they have received one \$400 cash donation.

She expressed great appreciation to Paul Muratori, manager of Extra Storage Space on Silas Deane Highway, who has given the Friends six months rent free storage space at his facility while the renovation makes space in the Library unavailable. The market value of the space would be \$600.00 for six months. This is an extremely generous donation on his part. The Friends requested that this be mentioned in the next newsletter.

COUNCIL LIAISON

In Christine Fortunato's absence there was no report.

APPROVAL OF THE MINUTES

[The minutes of the meeting of September 26, 2006](#) were approved with one correction and one addition.

QUESTIONS FOR THE LIBRARY DIRECTOR

Greg Bedula confirmed that the Town of Wethersfield automobile insurance policy does provide non-owned vehicle coverage for staff members using their private vehicles while conducting town business and that it covers Library employees. This was in answer to a question that had come up at last month's meeting. He provided copies of the policy to Laurel.

Laurel thanked Christine Fortunato for offering her expertise to help the Friends review their bylaws. She had provided Christine an electronic copy of the bylaws from the Friends of Libraries of the U.S. and also the Friends of Connecticut Libraries' new Handbook. Greg confirmed that the Friends are a 501c3 organization but are not registered with the State as a non-profit association. Greg reported that in the paperwork he has in his files as chair there is a copy of their incorporation. He will retrieve this and give it to Laurel for the Friends.

Tracy Gionfriddo reported that while the Library was closed she took the opportunity to explore some of the databases on the website. On some she was asked for a password, but when she sent a message to the address she was told to contact for help if she did not have a password. She never received an answer. The library card number is generally the password, but if that is not stated, people trying to use the database are at a standstill without a password. Liz said what staff will do is to go into each database as a patron from home, test for what the screens require, and attempt to make it clearer. Staff had responded to incoming emails while we were closed, so it may be that the message went to the vendor instead. That will be investigated.

Greg Curtin reported that the recorded message that ran when we were closed did not give a way to get the individual extensions of staff members. This is still true, although now that the library is open it is a problem only overnight when we are closed. Laurel reported that she and the staff are still working with AT&T to resolve issues, particularly with outgoing messages and how they function and that this will be added to the list. Because the system is designed for operation on three floors and we are only on one floor (and the Reference Office) some things do not operate fully. Board members will receive a list of all the extensions that are currently in operation to reach staff whose phones are operational in the temporary space.

Laurel distributed the Financial Report, which had not been emailed ahead, and the Action Fund Report which had been emailed late. Our network server failed, and while a new server is being ordered and set up staff only had partial access to the required documents.

LIBRARY POLICIES

Tracy Gionfriddo moved, and Howard Greenblatt seconded a motion to approve the policy on Staff Fines and Fees as revised. The motion carried after a short discussion.

Tracy Gionfriddo moved and Greg Bedula seconded a motion to affirm the policy on Trust Funds. After an explanation by Greg and Laurel of the unclear situation two decades ago that led to the formation of this policy, the motion carried.

At 8:03 Brad Milvae moved to go into executive session to discuss union negotiations. Howard Greenblatt seconded. The motion carried

At 8:23 Polly Moon moved to come out of executive session. Howard Greenblatt seconded. The motion carried.

At 8:24 Brad Milvae moved to adjourn. Greg Bedula seconded. The motion carried.

Respectfully submitted,

Elizabeth Kirkpatrick