

Wethersfield Library Board Minutes of January 25, 2005 Meeting

Notice of actions taken:

A motion was made and seconded to approve [the minutes of the December 7, 2004 meeting](#). All were in favor.

Wethersfield Library Board Minutes of January 25, 2005 Meeting

Members present: Donna Brown, Greg Curtin, Lucille Domick, Susan Grady, Eugene Grayson, Brad Milvae, Polly Moon, Lucille Plouffe.

Also present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director; Elaine Zieller, Office Manager; Christine Fortunato, Town Council Liaison.

I. Other items for the agenda.

Liz told the Board that former Library Board member Michael Alogna has died.

II. Public comment. None.

III. Town Council Liaison report. None.

IV. Approval of minutes of December 7, 2004.

Gene Grayson moved and Donna Brown seconded that the minutes be approved as corrected. All were in favor.

V. Director's Report

Laurel distributed Mike Turner's progress report on the Town Hall/Library renovations.

Laurel and Gene attended the Building Committee meeting on January 24th. Mike Turner told Laurel that the second phase of the renovation would probably not go out to bid until September, 2005. Laurel estimates that the Library will be under construction for the next two years.

The computer installations went very smoothly. Laurel distributed information on where the new computers were placed and where the computers that they replaced are now being used. Laurel and the staff expressed their appreciation for the Board's willingness to commit money from the Trust Fund to make the computer purchase possible. Laurel said that Christine Fortunato and Town Manager Bonnie Therrien were very supportive in recommending that half of the needed funds come from the Town's contingency budget.

Liz Kirkpatrick distributed a letter addressed to the Board from the Town Technology Committee. Liz also distributed information concerning the Library's technology priorities. These priorities were also presented to the Town Technology Committee.

Staff members are donating items for a care package which will be sent to fellow staff member Matt McDonald in Iraq.

Liz reported on the One Book - Four Towns reading project involving Tracy Kidder's book Home Town.

VI. Financial Report

Laurel distributed current information on the operating budget and the Action Fund.

VII. Friends of the Library report. None.

VIII. Chairman's report

Greg Curtin reported that he, Gene Grayson and Laurel Goodgion had made a presentation to the Town Council on the Hennen report. Greg and Gene had a very productive meeting with the Town Manager regarding the Library budget. They discussed the fact that the Library is a core service of the Town that is pre-paid for through residents' taxes.

Lucille Plouffe and Donna Brown met with Christine Fortunato to discuss what the Library's needs are and asked her for suggestions. Christine had many good suggestions and would like to see the Library do fund raising. Christine suggested donor circles and inviting non-Board members to serve on the fund raising committee.

The Library Board is exploring options for fundraising for library extras but not for core services.

IX. Old Business

A. Strategic planning grant

Requests for proposal were sent to three consultants. Two responded that they could not meet our timetable. Laurel revised the timetable and re-submitted the RFP to all three consultants.

B. Library Board committees

Donna Brown will not be serving on the Strategic Planning committee but Luci Domick will be.

Christine Fortunato arrived at 8:15 p.m.

Lucille Plouffe wants to contact area businesses to ask for donations for various programs. Christine Fortunato recommended developing a list of programs and then giving it to John Cascio, who is president of the Chamber of Commerce for presentation at a Chamber meeting.

X. New business

A. Proposed 2005-06 Operating budget

Laurel distributed the list of new budget account lines that will be used. Laurel had met with Finance Director Lisa Hancock to revise the budget lines. There are now fewer accounts and the account labels are easier to understand. Laurel explained the new accounts and what each will fund. Laurel distributed the proposed operating budget and reviewed each account.

Gene would like statistical information on data base usage.

B. Budget timetable

Laurel distributed a schedule of the important dates in developing the town budget.

Greg Curtin scheduled a special Library Board meeting to further discuss the proposed budget. The meeting is scheduled for Tuesday, February 1, 2005 at 6:30 p.m.

XI. Adjournment

A motion was made by Susan Grady, seconded by Lucille Plouffe to adjourn the meeting. All were in favor.

The meeting was adjourned at 9 p.m.

Donna Brown, Acting Secretary