

**Wethersfield Library Board
Minutes of Special Meeting
February 1, 2005**

Notice of actions taken:

Motion made and seconded to approve the proposed Library Budget for 2005-2006. All were in favor.

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Minutes of Special Board Meeting
February 1, 2005 Meeting**

Members present: Greg Curtin, Susan Grady, Brad Milvae, Polly Moon, Karen Mortensen, Lucille Plouffe.

Also present: Laurel Goodgion, Library Director;

Chairman Greg Curtin called the meeting to order at 6:30.

Laurel reviewed each line of the proposed budget.

The personnel line has increased because additional staffing will be needed in the ground floor children's department.

Polly Moon arrived at 6:45 p.m.

Custodial services expenses have been increased to reflect cleaning the library every day it is open instead of only five days a week. There will be a much larger area to clean after the renovation, including three additional public rest rooms. A combination of an out-sourced cleaning crew and an in-house custodian is needed.

Karen Mortensen arrived at 7 p.m.

The office machinery expenses have been reduced because the color copier lease expired and was not renewed. Additional savings were achieved when the Library Board purchased a black & white copier to replace the leased black & white copier.

Library books and other media budget reflects the increased use of the collection. Amount is based on 45 cents per item loaned last year.

There is now a separate line just for IT equipment.

Lucille Plouffe left at 8 p.m.

There was considerable discussion about the need for additional staffing in the collection services and adult services departments. The increasing number of loans requires more staffing at the check out desk. The adult services staff is very busy with increased use in a number of areas: information requests, computer use, interlibrary loan. Additional positions are needed in each department.

Susan Grady moved, seconded by Brad Milvae, that the proposed budget be approved. All were in favor.

Karen Mortensen moved, seconded by Brad Milvae, that the meeting be adjourned. All were in favor.

The meeting adjourned at 8:30 p.m.

Pauline Moon, Secretary