

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

---

## **Wethersfield Library Board Minutes of February 22, 2005, Meeting**

### **Notice of actions taken:**

Motion made and seconded to approve [the minutes of January 25, 2005](#). All were in favor.

Motion made and seconded to approve [the minutes of the special meeting held on February 1, 2005](#). All were in favor.

Motion made and seconded that Action Funds may be used to cover staff conference costs if the spending freeze remain in effect.

## **Wethersfield Library Board Minutes of February 22, 2005, Meeting**

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

Also present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director; Elaine Zieller, Office Manager; Joan Guthier, Collection Services Manager.

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

I. Other items for the agenda. None.

7:05 Polly Moon arrived.

Asst. Director Liz Kirkpatrick gave a report on the One Book - 4 Towns project.

7:10 Karen Mortensen arrived.

II. Public comment. None.

III. Approval of minutes.

Gene Grayson made a motion, seconded by Lucille Plouffe, that the minutes of the January 25, 2005 meeting be approved. All were in favor.

Susan Grady made a motion, seconded by Lucille Plouffe, that the minutes of the special meeting held on February 1, 2005, be approved. All were in favor.

IV. Town Council Liaison report. None.

V. Administrative Report

Laurel reported that staff received salary increases effective February 7, 2005.

Laurel is recommending that staff contributions to the pension plan come from pre-tax dollars instead of after-tax dollars, as is currently the case. She will be discussing the Library pension plan with the Town Finance Director.

Laurel encouraged Library Board members to attend the forum being held on March 24, 2005, at the Middletown

Library Service Center. This is an important opportunity to comment on existing state statutes affecting public libraries.

Another consultant has indicated that she will be submitting a proposal for working on the Library's strategic plan. Two proposals must accompany the grant application to the Hartford Foundation for Public Giving.

#### VI. Financial Reports.

Laurel distributed a status report on the Library operating budget and the Finance Director's first and second quarterly reports on the Trust Funds. A copy of the latest report from Banc of America on the Trust Fund was also distributed.

VII. Friends of the Library report. None.

VIII. Chairman's report. None.

#### IX. Old Business

##### A. Budget proposal

Laurel reported that she had met with the Town Manager to discuss the budget proposal. Gene Grayson wants to show increased operating costs due to the renovation, broken out as a separate column when the budget packet is presented to the Town Council. A list of all the programs that the Library provides should be included. The increased staff workload should be highlighted.

Brad Milvae arrived at 7:50 p.m.

Increasing staffing is a priority. The Library Board needs to clarify the budget message. The public hearing on the town budget will be held Monday, April 18th.

##### B. Construction

The construction appears to be on target. Joe Coombs has requested a revised schedule from the construction company. The Library no longer has the use of the ground floor meeting room. Children's programs are being held in the Children's department. More people are checking out books after the children's programs.

The Library's current phone system is inadequate. There are currently only 10 phones in the building and 49 will be needed after the renovation. Rand, the consultant who reported to the Town Technology Committee, recommended a new system for the Library, separate from the Town system. Laurel is concerned that there are not adequate funds in the construction budget to purchase a phone system, which is estimated to cost about \$30,000, including wiring. There is a concern that ongoing costs would be charged to the Library budget.

#### X. New business

##### A. Proposed position

A new position is needed in the Collection Services department. Joan Guthier, department manager, provided background information. If the new position is approved as part of the 2005-2006 budget, it is possible that a person could be hired before the end of the current budget year.

##### B. Board leadership training opportunity

The Hartford Foundation for Public Giving has invited the Wethersfield Library Board to apply to participate in a Board Leadership Program. There is no charge for participation, but the Library Board must agree that either the board chairman or board chair-elect and two other board members attend both sessions. The same board members must attend both sessions. Gene Grayson and Polly Moon agreed to attend. Greg Curtin, Lucille Plouffe and Susan Grady will check their calendars.

### C. CLA conference

Laurel distributed copies of the CT Library Association annual conference program which will be held in New Haven. She encouraged board members to attend two programs on the morning of Tuesday, April 12.

There is money in the operating budget to pay for staff attendance at the conference. However, due to the costs of snow removal this winter, the Town Manager has imposed a temporary spending freeze. If the spending freeze remains in effect, Laurel asked the Board members if they would be willing to pay with money from the Action Fund. Susan Grady made a motion, seconded by Gene Grayson, that Action Funds may be used to cover staff conference costs if the spending fees remain in effect. Polly Moon said that if the funds are used we should be sure to advise Town Council members, since this Fund contains monies that have been raised by the library and are separate from budgeted funds received from the Town.

### XI. Adjournment

Polly Moon made a motion to adjourn, seconded by Brad Milvae. All were in favor. The meeting adjourned at 9:05 p.m.

Pauline Moon, Secretary