

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

Wethersfield Library Board Minutes of April 26, 2005, Meeting

Notice of actions taken:

Motion made and seconded to approve [the minutes of March 22, 2005](#), as corrected. All were in favor.

Motion made and seconded to approved the expenditure of \$478 from the Action Fund for the purchase of book bags which will be sold to the public. All were in favor.

Wethersfield Library Board Minutes of April 26, 2005, Meeting

Members present: Donna Brown, Susan Grady, Eugene Grayson, Brad Milvae, Karen Mortensen, Lucille Plouffe.

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

Gene Grayson called the meeting to order at 7:05 p.m.

- I. Other items for the agenda. None.
- II. Public comment. None.

Brad Milvae arrived at 7:06 p.m.

III. Approval of minutes of March 22, 2005

Donna Brown made a motion, seconded by Susan Grady, that the minutes of the March 22, 2005, meeting be approved as corrected. All were in favor.

IV. Committee Reports

A. Fund raising.

Donna reported that she, Susan Grady, Lucille Plouffe and Laurel Goodgion had attended an excellent workshop on fundraising presented by Simone Joyeux at the CT Library Association annual conference. A summary of the workshop and the handout will be mailed to all board members.

B. Community relations. No report.

C. Nominating Committees

- 1. Nominating committee for new board members.

The members of the nominating committee for new board members are Greg Curtin, Brad Milvae and Polly Moon. A vacancy will occur on the board in June when Luci Domick's term ends because she does not wish to be re-appointed. Gene suggested that board members think of what skills are needed in a new board member and referred to the materials that were mailed.

- 2. Nominating committee for board officers.

Gene recommended that this committee be composed of Donna Brown, Luci Domick and Lucille Plouffe. The committee will present nominations for officers at the May board meeting, and the vote will be taken at the June board meeting.

D. Strategic planning

Gene reported that the Strategic Planning committee had reviewed planning proposals from three consultants. The committee recommended that Simone Joyeaux be chosen as the consultant to facilitate the Library's strategic plan.

The grant application has been submitted to the Hartford Foundation for Public Giving.

V. Director's Report

Laurel reported that she had received a call from the Hartford Foundation inviting the Library to apply for money from the Keeney Fund to be used to purchase furnishings for the renovated teen area of the Library. Computers and computer workstations, paperback racks, booths and storage cubbies are all being considered. Gene suggested that funds for teen materials also be requested.

Laurel reported that the Board of Education is planning to purchase used Dell computers from UTC. Town Manager Bonnie Therrien has asked Laurel to report on how these computers could be of use to the Library. There are no funds in the Manager's proposed budget for library computers. Laurel would like to replace all of the 1999 computers. Gene would prefer that new computers were purchased instead of purchasing used computers. Laurel and Liz Kirkpatrick discussed how the used computers would at least bring all of the library computers onto an XP platform, which would improve public service and staff productivity. Laurel will be meeting with Paul Dudley from Data Processing at Town Hall to discuss details of a potential purchase.

Laurel reported that the Library has sold all but one of the book bags. She passed around samples of a book bag that is sold at the libraries in Rocky Hill and Wallingford. The bags could be sold with profits going to the Library. Karen Mortensen suggested the bags be sold for \$6 a piece or two for \$10. Donna Brown made a motion to authorize the expenditure of \$478 from the Action Fund for the purchase of 144 book bags. The motion was seconded by Lucille Plouffe. All voted in favor.

Liz Kirkpatrick reported on the weeding project for the adult non-fiction collection. Liz did a "test weeding" and felt that about one third of the collection should be discarded due to age, lack of use and condition. Liz has developed weeding guidelines for each area of the collection and assigned staff to do the weeding. The goal is to weed the entire adult non-fiction collection by the end of 2005. Because there is no storage room while the renovation is going on, it is not possible to sell the discards the way we have done in the past. However, some books on Native Americans will be offered to the Mashantucket research library. The weeding will make it easier to move the collection for the renovation, prepare for the future security system and improve use of the collection. Laurel added that the Children's Services staff has been weeding the children's collection for the past year and has made great progress.

VI. Financial Report

Laurel distributed a report on the operating budget and the Action Fund. Gene reported that Banc of America will no longer be managing the investment account. He would like to move the funds into a money market account and will bring this up at the next Governance Committee meeting.

VII. Town Council Liaison report. None.

VIII. Friends of the Library report. None.

IX. Chairman's report. None.

X. Old Business

A. Budget proposal

Gene stated that the Library Board did a very good job and that the budget workshop presentation went very well. Council members recognized that the Library Board worked with them on the referendum.

Gene met with Bonnie Therrien to discuss the proposed staff furloughs. The furloughs are reflected in her budget proposal. Gene said that after the budget is approved, the Library Board will ultimately decide how the approved funds will be used. Once the final budget is received from the town, the Library can determine what is available for staff raises and the new children's staff and decide whether furloughs are needed.

B. Renovation

Laurel and Liz met with Bonnie Therrien to explain all of the coordination that will be needed during the renovation. Bonnie called a meeting with them and Peter Wells, Joe Coombs and Mike Turner. At the meeting she emphasized that the Library needs to be included in the renovation planning and that good communication is important. A meeting is to be set to begin this planning.

XI. New business

A. Board bylaws revisions

Revisions to Article VI of the Board Bylaws were proposed to eliminate mention of specific committees other than the Governance Committee. Other committees can be formed as needed. Donna Brown made a motion to accept the proposed revision of the Bylaws. Brad Milvae seconded the motion. All were in favor.

XII. Adjournment

Susan Grady made a motion, seconded by Donna Brown, to adjourn the meeting.

The meeting was adjourned at 8:05 p.m.

Pauline Moon, Secretary

Wethersfield Library Board Bylaws

Revised April, 2005

Article I. Name

This organization shall be called the Wethersfield Library Board , existing by virtue of the Wethersfield Town Charter, Section 506 and the General Statutes of Connecticut, Title II, Chapter 190, Sections 11-20 through 11-37, as amended, and exercising the powers and authority and assuming the responsibilities delegated to it under the Town Charter and the Connecticut General Statutes.

Article II. Purpose

The purpose of the Wethersfield Library Board is to insure that the Wethersfield Library provides free and open access to materials and services to meet the informational, educational, cultural, and recreational needs of the Wethersfield community.

Article III. Membership

Section 1. Method of appointment.

Members of the Wethersfield Library Board shall be appointed by the Town Council. There shall be nine (9) members, each of whom shall serve a three (3) year term (Section 506, Town Charter).

Three (3) members shall be appointed annually for terms of three (3) years commencing July 1 of the year of appointment. (Section 506, Town Charter).

Members must be residents of the Town of Wethersfield.

Section 2. Duties

1. The Library Board shall identify and adopt written policies to govern the operation and programs of the library including personnel, general operating and collection development policies and keep them up to date.
2. The Library Board shall recruit and employ a qualified library director and annually evaluate the director.
3. The Library Board shall submit to the town council annually a budget for the ensuing year at such a time and in such form as the Town Manager shall prescribe.
4. The Library Board shall be responsible for securing and supervising all funds appropriated to carry out library responsibilities.

Section 3. Attendance

Attendance of all Library Board members is necessary for optimum performance of the Library Board. Board members are expected to attend all regularly scheduled meetings, special meetings, budget workshops and the annual budget presentation to the Town Council.

A Library Board member missing more than three (3) of the above meetings during a twelve (12) month period without just cause (as determined by the Library Board), shall be asked to resign to make room for an active member.

Section 4. Term limits.

No member shall serve more than three (3) consecutive three (3) year terms on the Board.

No Board member appointed or reappointed after July 1, 2004 shall thereafter serve for more than three consecutive terms.

Section 5. Ex-officio members.

The Library Director or designee shall attend all Library Board meetings, shall participate in the discussions and offer professional advice, but may not vote.

The President of the Friends of the Wethersfield Library may serve as an ex-officio member of the Library Board, but may not vote.

The member of the Town Council who is appointed to serve as Council liaison to the Library Board, shall participate in the discussions, but may not vote.

Article IV. Officers

Section 1. Officers and duties

The officers of the Library Board shall be a chairman, a vice-chairman and a secretary.

1. The Chairman shall: preside at all meetings of the Library Board, appoint all committees, perform such other duties as customarily pertain to the office of Chairman.
2. The Vice-Chairman shall: perform the duties of the Chairman in his/her absence, assume the office of Chairman for the remainder of the unexpired term in case of vacancy in that office.
3. The Secretary shall: keep a true and accurate record of attendance and of all proceedings at meetings of the Library Board, issue notices of all regular and special meetings of the Library Board at least five days prior to such meeting, maintain the minutes and other records of the Library Board in the office of the Library Director.

Section 2. Nomination procedure, time of elections.

1. Officers shall be selected from among the members of the Board.
2. Nominations for officers shall be made at the regular meeting immediately prior to the Annual Meeting.
3. Officers shall be elected at the Annual Meeting.

Section 3. Terms

1. Officers shall be elected to serve for a term of one year.
2. The term of office shall begin at the close of the annual meeting at which they are elected.
3. In case of vacancy in any office, except chairperson, the office shall be filled by election at the next regular meeting following the occurrence of the vacancy.

Section 4. Office-holding limitations.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than three consecutive terms in the same office.

Article V. Meetings

Section 1. Meeting schedule.

By December 30th the Board shall set an annual meeting calendar for the next year.

The Library Board shall meet no less than 10 times a year.

Section 2. Annual meeting.

The Annual Meeting shall be the regular meeting in June.

Section 3. Special meetings.

1. Special meetings may be called by the Chairman.
2. The Secretary shall call a special meeting at the written request of five members of the Library Board.

Section 4. Freedom of Information.

All operations of the Library Board shall comply with the Freedom of Information rules and regulations.

Section 5. Quorum.

A quorum for the transaction of business at any meeting shall consist of five members of the Library Board, who

shall be in attendance at the meeting.

Section 6. Board action.

An affirmative vote of the majority of all the Library Board members present and voting at the time shall be necessary to approve any action of the Library Board. The Chairman may vote upon and may move or second a proposal before the Library Board.

Section 7. Conflict of interest.

A member of the Wethersfield Library Board shall not use his or her position as a member of the Board for the private benefit or gain of the board member, the board member's immediate family or an organization with which the board member is associated.

In the event a conflict of interest should arise, a member will be expected to voluntarily abstain from discussion or voting on any issues. If any member of the Library Board perceives a possible conflict of interest for any other board member, the possible conflict should be addressed and the Board shall then decide whether the issue represents a conflict of interest before the discussion on the issue proceeds. In such cases, the Chairman of the Library Board shall make the final determination if a conflict of interest exists. If the possible conflict of interest involves the Chairman, the Vice-Chairman shall make the determination.

Article VI. Committees.

Section 1. Governance Committee.

A Governance Committee, composed of the officers of the Board (chairman, vice-chairman and secretary) shall meet as needed to plan the agenda for the Board meeting, identify potential board members, provide orientation for new board members and continually assess the effectiveness of the Board.

Section 2. Special Committees.

The Chairman may appoint such special committees as may be necessary for the effective and efficient discharge of Board responsibilities. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Library Board. The committees may consist of one or more members of the Board of Directors and one or more members of the staff and/or the public at large.

Section 3. Committee authority.

A committee shall not have advisory powers unless, by suitable action of the Library Board, it is granted specific power to act; nor shall it represent itself as speaking or acting on behalf of the Library Board unless the Library Board grants such power.

Article VII. Parliamentary authority.

Business shall be conducted according to Robert's Rules of Order.

Article VIII. Bylaws revision.

Section 1. Review of Bylaws.

The Library Board shall review the bylaws at least once every two years.

Section 2. Amendments.

The bylaws may be amended at any regular meeting of the Library Board by the affirmative vote of six members, provided such amendment has been proposed at a previous regular meeting.

Adopted by the Library Board June, 2000

Revised March 23, 2004

Amended April 27, 2004

Revised April 26, 2005