

## **Wethersfield Library Board Minutes of June 28, 2005, Meeting**

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

- A. Motion made and seconded to approve the minutes of May 24, 2005, and June 1, 2005.
- B. Motion made and seconded to approve Library Technology Plan.
- C. Motion made and seconded to approve the slate of officers as presented.
- D. Motion made and seconded to accept the salary schedule presented by Laurel to be effective July 1, 2005.

## **Wethersfield Library Board Minutes of June 28, 2005, Meeting**

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

Also present: Laurel Goodgion, Library Director; Liz Kirkpatrick, Asst. Director; Elaine Zieller, Office Manager; Pauline Ucich, Friends of Wethersfield Library.

The meeting was called to order at 7 p.m. by Polly Moon, acting chairperson.

### I. Other items for the agenda.

Polly announced that item XI, D. would be moved to the executive session portion of the meeting.

### II. Public comments. None.

### III. Approval of minutes

#### A. May 24, 2005

Donna Brown moved that [the minutes of May 24, 2005](#), be approved as corrected. Brad Milvae seconded the motion. All were in favor.

#### B. June 1, 2005

Susan Grady moved, seconded by Brad Milvae, that [the minutes of June 1, 2005](#), be approved. All were in favor.

### IV. Committee Reports

Lucille Plouffe stated that the Fundraising Committee has nearly finished writing its script.

Laurel, reporting for the Planning Committee, reported that the Hartford Foundation for Public Giving had sent official notification that the Library has been approved for a planning grant. Copies of the letter were distributed.

### V. Director's Report

Laurel reported that the computers that were approved at the June 1, 2005, meeting had not yet been purchased. She plans to order them upon her return from vacation. She said that there is a possibility that used computers may be purchased for less money from Zachtech, our tech support firm.

The renovation project is behind schedule by approximately five months. Mike Turner has arranged with SBC to meet with Laurel to begin to design specifications for the new library phone system.

Laurel and Liz met with Peter Wells, and he has agreed that Karen Ribnicky may be hired as a shelving

consultant. Peter's firm will absorb the cost of her fee. Karen will determine how to utilize the existing shelving, will recommend the best layout and then determine what needs to be purchased. Liz and Laurel would like to move the adult non-fiction collection to the main floor and move the fiction collection to the mezzanine for improved customer service.

Laurel reported that the Library had had an excellent school year. Andrea Kogut has done an outstanding job of monitoring after school behavior. Liz added that the department managers had commented on this at the last Administrative Team meeting.

There are several leaks in the Library. The most recent one is in the new book area and may be the result of the chimney flashing being loosened when the new chimney façade was installed.

## VI. Financial Report

### A. Operating budget

Laurel distributed the operating budget report.

### B. Trust funds

Reports on the Action Fund account and the materials sub-account were distributed. The program expenses are for the children's summer reading program. The purchase of T-shirts and other prizes has been funded by a \$2,500 donation from the Friends of the Library.

VII. Town Council Liaison report. None.

VIII. Friends of the Library report. None.

### IX. Chairman's report

Polly announced that Howard Greenblatt would be joining the Library board as a new member on July 1. He will be meeting with Laurel and Greg for an orientation.

Greg Curtin and Brad Milvae were re-appointed to the Board effective July 1. Lucille Domick's term ended June 30, 2005; and she declined reappointment.

## X. Old Business

The Library Technology Plan was presented. Liz and Donna answered questions about the plan.

Susan Grady moved, seconded by Lucille Plouffe, that the Library Technology Plan be approved as corrected. All were in favor. Donna will present the Library Technology Plan to the Town Technology Committee at their next meeting.

## XI. New business

### A. Election of officers

Lucille Plouffe reviewed the Board Bylaws statements on term limits for members and term limits for officers. There is a limit of three one-year terms for officers.

The proposed slate of officers presented at the May 24, 2005, meeting is as follows:

Chairperson - Greg Curtin  
Vice-Chair - Gene Grayson  
Secretary - Susan Grady

Polly stated that the proposed slate of officers is not in keeping with the term limits for officers because both Greg and Gene have served more than three one-year terms.

Lucille Plouffe moved to waive section 4, Office Holding Limitations of the Bylaws, for the purpose of

this slate of officers. Brad seconded the motion. All were in favor.

Luci Domick asked if there were any nominations from the floor. There were none.

Polly Moon, in her role as Secretary, cast one vote for the slate of officers presented by the Nominating Committee. Lucille Plouffe moved, and Brad Milvae seconded, to accept the slate of officers as presented.

#### B. Town strategic plan

Polly reported that Bonnie Therrien has asked the Town boards and commissions to review and comment on the Town Strategic Plan. The Plan had been mailed to all Library Board members. There were no comments to be sent to the Town Strategic Planning Committee.

#### C. Town technology plan

Liz will send the Town Technology Plan to the Library Board members. It will be placed on the Library Board's July agenda.

Donna Brown thanked Lucille Domick for all her years of service and dedication to the Wethersfield Library. She has been a very valuable member of the Library Board and will truly be missed.

Pauline Ucich left at 7:50 p.m.

Susan Grady moved, seconded by Brad Milvae, that the Board go into executive session to discuss personnel matters. All were in favor. Polly requested that Laurel and Liz stay.

At 8:52 p.m. Lucille Plouffe moved to end executive session. Brad Milvae seconded; all were in favor.

Polly Moon opened the regular meeting at 8:53 p.m. Lucille Plouffe moved to accept the salary schedule presented by Laurel to be effective July 1, 2005. Brad Milvae seconded, and the motion passed unanimously.

Polly expressed appreciation to Laurel and Liz for their continued dedication to the library and staff.

At 9:00 p.m. Brad Milvae moved, seconded by Lucille Plouffe, to return to executive session to discuss personnel matters. Motion passed. Laurel and Liz left the meeting.

The regular meeting was resumed at 9:25 p.m.

## XII. Adjournment

At 9:27 p.m. Lucille moved that the meeting be adjourned, and Brad seconded. All were in favor.

Pauline Moon, Secretary