

## **Wethersfield Library Board Minutes of October 25, 2005**

Members present: Donna Brown, Greg Curtin, Susan Grady, Gene Grayson, Howard Greenblatt, Brad Milvae, Polly Moon, Karen Mortensen, Lucille Plouffe.

Also present: Laurel Goodgion, Library Director; Joan Guthier, Collection Services Manager.

The meeting was called to order at 7:00 by Greg Curtin, chairperson.

I. Other items for the agenda: None. Executive session was on the published agenda.

II. Public comment: none.

III. Staff presentation: Joan Guthier, Collection Services Manager, gave a comprehensive report on the work of the Collection Services Department, which includes the circulation desk, the ordering and processing of materials, and inventory control. She described several successful new procedures which have been established to retrieve long overdue materials, identify items missing from the collection and re-classify items to make them easier for the public to find.

Council Liaison Christine Fortunato arrived at 7:18. She suggested doing a cost benefit analysis, including projections on the cost of missing or lost items.

IV. Approval of minutes of September 27, 2005: Donna Brown moved to accept the minutes, and Polly Moon seconded. All were in favor.

V. Friends of the Library Report: Polly Moon reported that the Book Nook on Wheels did well at two events. Around \$100 was raised at the Historical Society's Craft Fair, which included the sale of books and Library book bags. The American Legion Fair brought in \$141.

VI. Council Liaison Report: Christine reported that the major issue at this time is the recent storm and the local flooding it caused. There isn't much new to report about the Building Committee. She suggested asking Joe Coombs or other members of the Building Committee, to which Andy Adil is the Council Liaison, to attend a Library Board meeting.

VII. Committee Reports

A. Strategic Planning Committee: Gene Grayson distributed the letter that was sent to community leaders inviting them to the two crucial meetings on the Library's strategic plan: November 16, 2005 and April 29, 2006.

B. Fundraising Committee: Lucille Plouffe reported about the Hartford Foundation for Public Giving and on-line donations. However, if the Library isn't set up for off-line donations, it isn't ready for on-line donations.

VIII. Chairman's report. None.

IX. Director's Report

Laurel reported that everything was set for the reception on Thursday celebrating Liz Kirkpatrick's 25 years of service at the Library.

Laurel reported that the Cheshire Public Library is going to join our CONNECT computer consortium, which will add strength to our region.

Laurel displayed a sample of the new carpeting for the renovation. Walls behind the checkout desk will be demolished. The Library will remain open during the demolition. The Town departments now located on the ground floor of the Library are scheduled to move to their new offices in the ground floor of Town Hall in

December. Additional Library construction work will begin in January.

X. Financial Report

A. Operating Budget

Laurel distributed copies of the operating budget.

B. Trust Funds

Laurel distributed copies of the Action Fund. It was decided to put the \$3000 donated by the Moms' Club for the Children's Services Department into the Action Fund for use when needed.

Laurel distributed copies of the Trust Fund money market report.

XI. Old Business. None

XII. New Business

A. Proposed 2006 Meeting Schedule

Laurel presented the proposed schedule for Board meetings in 2006. Meetings will be held on the fourth Tuesday of the month, except for December when the Board will meet on December 5. There will be no meeting in November. Lucille Plouffe moved to accept the proposal, and Gene Grayson seconded. All were in favor.

B. Access Policy Review

Donna Brown moved to affirm the Access Policy as presented. Lucille Plouffe seconded the motion. All were in favor.

C. Discards Policy Review

Donna Brown moved to affirm the Discards Policy as presented. Polly Moon seconded the motion. All were in favor.

D. Hennen Report

Laurel reviewed the Hennen Report, which compares libraries with similar populations. In the special report which was prepared for Wethersfield, Wethersfield is compared with Glastonbury, Newington, Rocky Hill, and West Hartford. The Wethersfield Library shows improvement has been made but still has a long way to go in meeting the scores of the other libraries.. Future statistics will reflect the loss of Library use this year because of the renovation.

At 8:25 Polly Moon moved to adjourn the regular meeting and go into executive session in order to discuss union negotiations. Donna Brown seconded, and the motion passed.

At 8:36 Donna Brown moved, seconded by Howard Greenblatt, to end the executive session. The motion passed.

At 8:37 Lucille Plouffe moved, seconded by Brad Milvae, to adjourn the meeting.

All were in favor.

Susan Grady, Secretary