

Wethersfield Library Board Minutes of August 26, 2003 Meeting

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

Also present: Laurel Goodgion, Library Director; Joan Guthier, Head of Collection services; John Cascio, Town Council Liaison.

I. Other items for the agenda.

A. Volunteer coverage

Polly Moon reported that volunteers are not covered by the town's workman's compensation plan. The Town Insurance Commission is reviewing volunteer coverage and will make a report.

B. Staff recognition

Polly commended Library employees Joan Guthier and Anne Grant for receiving Outstanding Service awards from the Town and requested that at its next meeting the Library Board approve a resolution recognizing them.

II. Public comment - sign-in with secretary before meeting - limit of 5 minutes speaking time per person

There was no public comment.

III. Approval of minutes of July 29, 2003. *Vote required.*

Donna Brown moved and Susan Grady seconded that the minutes of July 29, 2003 be approved. All were in favor.

IV. Director's Report

Laurel passed out the new refrigerator magnets, which contain the Library phone number and web address to facilitate renewals. She distributed an analysis, prepared by Joan Guthier, of the past year's library loans. The turnover rate of 2.5 indicates that there is still much deadwood in the collection which needs to be weeded. Laurel's goal is to achieve a turnover rate of 4. Selection of high interest materials and weeding of no longer used materials are the key factors on increasing use.

Joan mentioned that the poor classification of the existing children's collection makes it difficult for people to find the materials they are seeking.

There is a new bookcase to display the Staff Suggestions books. A large bin has been acquired in which to deposit the many donations of materials that arrive each day for the Friends' booksales. The bin is containing the books and bags of books which were spilling all over the floor and creating a safety hazard. The new newspaper storage racks have been installed on the mezzanine.

Laurel enjoyed participating in the orientation program for new teachers. The orientation program is very thorough and includes a tour of the historic area of the town. She is meeting next week with the Superintendent and hopes to set up another meeting with him and the Language Arts Coordinator.

Several little used magazines have not been renewed and many new titles have been ordered. Missing issues of magazines have been reported to the vendor. Laurel discussed two recent patron complaints and how the staff is responding. Laurel has stressed to staff the importance of forwarding complaints to her.

Celia Allison has been hired as the 20 hr. a week Library Associate. She will begin after Labor Day. Andrea Kogut has been hired as the Library Monitor and she will begin August 27th. Interviews were held for the Children's Librarian and references are being checked. Hope to select by next week. There is still a Library Aide vacancy that needs to be filled.

Laurel passed out copies of the Assn. of CT Library Boards newsletter and encourage people to attend the annual meeting.

V. Financial Report

The Quick and Reilly report is now quarterly instead of monthly.

The Library operating budget report does not reflect the allocation made for the year.

VI. Friends of the Library report

There was no representative from the Friends present.

Polly Moon announced that a workshop for Friends of Libraries is scheduled for November 5th.

Laurel announced that Town Manager Bonnie Therrien was invited to the Friends annual meeting, scheduled for Monday, September 29th. Bonnie will be attending.

VII. Chairman's report

Greg Curtin asked John Cascio, Town Council liaison to the Library Board, to discuss the Strategic Planning meeting that was held on August 25th. John announced that a follow-up meeting is scheduled for September 29th. A big issue is the beautification of the Silas Deane Highway. Bonnie Therrien is working with the Rocky Hill manager to coordinate work on the Silas Deane.

John said that the Town now has a full team. All staff vacancies have been filled. The Town is reviewing technology needs and there is a possibility that the Town and the Board of Education may collaborate on technology.

VIII. Old Business

A. Renovation

Laurel and Gene continue to attend the Town Building committee meetings. Laurel gave a copy of her report on building problems to Chairman Joe Coombs and he has distributed it to members of the committee. Bonnie distributed copies to the Town Council. Laurel has offered to give the committee members a tour of the library.

Laurel reported that the condensation continues to be a problem in the "new" part of the Library and additional ceiling tiles have been damaged. Laurel needs to revise the Library building program to reflect changes in how the Library will be used.

B. Retreat

The Friends of the Library have been invited to send a representative to the retreat. Bonnie Therrien and John Cascio were also invited but are unable to attend. The agenda will cover: board goals, job description for library board members, short and long term library goals and a review of Board committees and their charges.

C. Library Director's evaluation

The evaluation had been distributed to Library Board members. Lucille Plouffe made positive comments. Donna Brown commented on the good changes that have occurred during the past year. Laurel thanked the Board members for their encouragement and said that she valued the Board members and enjoyed working with them to benefit the Library. John Cascio said that Laurel was a good director for this time and was pleased with her proactive efforts, especially developing cooperation with the public schools.

Greg thanked John Cascio for his support in re-appointing Library Board members and keeping the process apolitical.

D. Charter revision public hearings

Laurel announced that town department heads have been asked to attend the meeting on September 2nd and to make comments regarding the Charter. A public hearing will be held on September 16th and Library Board members are encouraged to attend.

E. Shinn Study

Laurel and Greg met with Maryanne Shinn on August 25th.

IX. New business

A. Cornfest schedule

Board members were asked to sign up to staff the Library booth at the Cornfest on September 20th. The Friends of the Library will also be asked. The new library book bags will be for sale and people will be able to register for library cards. Refrigerator magnets bearing the Library's web address and phone number will be available as will Library information brochures.

B. Attendance at Council meetings

Board members were asked to volunteer to speak at a meeting of the Town Council and a sign-up sheet was passed around.

X. Adjournment

Susan Grady moved that the meeting be adjourned and Gene Grayson seconded the motion. All were in favor.

The meeting adjourned at 8:40 p.m.

Pauline Moon,
Secretary