

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

Wethersfield Library Board Minutes of September 30, 2003 Meeting

Members present: Donna Brown (7:08), Greg Curtin (7:09), Lucille Domick, 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; John Cascio, Town Council Liaison.

The meeting was called to order at 7 p.m. by Gene Grayson.

- I. Other items for the agenda: no additional items.
- II. Public comment: none.
- III. Staff presentation: Joan Guthier, Head of Collection Services

Joan passed out a summary of the work of the department. Joan said that the circulation department and technical services department had been merged into a new Collection Services department a year ago. Joan said that it had been a rewarding and challenging year. The staff is dedicated and hard working. The volunteers (which include some board members) are very valuable to the staff.

Circulation is the public face of the library. The main goal is to make people feel welcome. The new services are wonderful but they require more work for the technical services staff. The Book It for Me services means that sometimes 50 - 70 reserves need to be placed on a new title when it arrives. We are purchasing more media, and media requires a great deal of re-packaging before it is ready to be loaned to the public. Producing the monthly new materials list has been very time consuming.

Several projects were completed. The adult non-fiction stacks were completely re-organized for easier use. This involved adjusting shelves and moving every book. The back issues of magazines were moved out of basement storage and re-located on the mezzanine level. A new procedure was devised for dealing with "snags" (items returned with missing parts). All of these projects improve customer service.

More projects are ahead. The music CD collection will be reclassified for improved access. This will include repackaging and relabeling the collection.

Joan's "wish list" for the department would include: a bigger work room with more floor space, an office where she can speak privately with a staff member, more computers for staff--some staff do not have a computer--, and reclassification of some positions to recognize increased responsibility.

Gene Grayson commented that he likes the Book It for Me and Fast Lane services. He complimented Joan on staff coverage of the circulation desk. Laurel said that many changes have occurred during the past year, and Joan has always presented the changes to her staff in a positive way. Joan and her staff have shown great flexibility. Loans increased 13% this past year, and that increase was felt most heavily in Joan's department.

Lucille Plouffe commented that the staff puts in much effort and works smoothly together. Joan said that the volunteers are great.

Karen Mortensen likes the list of new adult materials but would like to see a list of new children's materials as well. Joan said that Ken, Pam and Liz had to work hard to obtain the information from the data base in order to produce the list. They are now working on developing a more efficient method for formatting the data so producing the list will take only 45 minutes instead of two days.

Joan said that the positive comments that the board members make to staff are greatly appreciated.

(John Cascio needed to leave for another meeting).

IV. Approval of [minutes of August 26, 2003](#). *Vote required.*

It was moved by Lucille Plouffe and seconded by Donna Brown that the minutes be approved. All were in favor.

V. Director's Report

The library is subscribing to Book Page's electronic newsletter service. Patrons will be able to subscribe to a variety of newsletters about different types of books. Liz will give more information when she makes her staff presentation at next month's board meeting. So far five people (in addition to Liz) have purchased books for the library from the Amazon wish list. An article appeared in the recent Wethersfield Life.

Invitations were mailed for the first library focus group which will be held on October 16th at 7 p.m. Sixteen invitations were sent out, and we are hoping to get 10 people. Laurel met with the Superintendent of Schools and later with Asst. Supt. Judy Golden and Language Arts Coordinator Mary-Jane Pazda. She will be attending the Education Council meeting on Monday. On Thursday Edie Lacey will give her a tour of the new media center at Silas Deane Middle School.

Laurel has contacted Ann Kuckro, Tourism Commission, and Melissa Sirick, Historical Society, about making Wethersfield a "Literary Landmark" (a project of the Friends of Libraries USA organization) because it is the setting for *The Witch of Blackbird Pond*. Phil Lohman is working on a map of the book locations. They are all enthusiastic about this project.

Laurel attended the Council meeting on the town's Plan of Development. She announced that the town is planning an Economic Summit which will be held October 15th at 5 p.m. The ACLB conference is October 9th. The Hartford Foundation for Public Giving is holding a workshop on fundraising for board members.

VI. Financial Report

A. Operating budget

A report on the operating budget was distributed. There is as yet no separate line for custodial supplies. Laurel has made another request to the Finance Director. The "Special Agency Supplies" line covers adult and children's programs, the water coolers and library supplies. The "Library Books and other materials" line covers books, audio books, videos and DVDs, music CDs, magazines and newspapers, and databases. Elaine and Laurel are tracking these sub-categories using Quicken.

B. Trust funds

Laurel distributed a report on the Action Fund covering July 1st to the present. She purchased a new public coin-op black and white photocopier which will be paid out of the Action Fund as the board had directed. There are still two months before the service contract expires on the old public photocopier.

VII. Friends of the Library report

Pauline Ucich was unable to attend. Laurel, Greg, Polly and Donna had all attended the Friends' annual meeting the night before. Town Manager Bonnie Therrien spoke. About twenty-five people attended the meeting. A copy of the Friends' treasurer's report was distributed to the Library Board.

VIII. Chairman's report

Greg Curtin said that he and Lucille Plouffe had attended the public hearing of the Charter Revision Commission. Greg spoke in favor of retaining the Library Board with its present responsibilities. Greg

commented that at the Friends' meeting Bonnie Therrien had invited members of the public to contact her if they would like to discuss anything. Greg plans to speak with her on several issues of concern regarding the Library Board.

Gene suggested that the Board compile a fact sheet which would be shared with all Board members. Laurel will e-mail the members and obtain ideas of what should appear on the sheet.

IX. Old Business

A. Renovation

Laurel said that Joe Coombs and members of the Building Committee toured the library. Some had not realized the poor condition of the library. Recently the painter, electrician and carpenter have been completing several work orders that the library had submitted, some as long ago as last year. Laurel was also very pleased that a 2nd telephone had finally been obtained for the adult service desk. Laurel is now working on revising the building plans for the renovation. Laurel and Elaine met with Mike Turner to review the outstanding work orders.

B. Retreat

Laurel handed out a summary of the comments made at the Board's planning retreat. The Board discussed the summary and would like to form a task force on Community Connections. Polly suggested that two members co-chair the committee. Laurel would prefer one chairperson for this committee. She has asked Liz to begin to prepare a list of community events that take place annually (like the Cornfest) so the Board can decide in which ones they wish to participate. Polly said that Anne Kuckro, who is associated with the Webb-Deane-Stevens Museum, would like the library to get involved with some of the Museum's activities. The Friends can also participate. Greg said that assignments will be discussed at the October board meeting.

C. Library Director's evaluation. Discussed at August meeting.

D. Charter revision public hearings

Laurel reminded the Board that they can obtain agendas and minutes of town commission meetings from the town website.

E. Shinn Study. Tabled.

X. New business

A. Cornfest report

Laurel asked the members to send her suggestions for the library's participation in next year's Cornfest.

B. Attendance at Council meetings

A sign-up sheet was passed around.

C. 2004 meeting schedule

The board agreed to meet on the 4th Tuesday of each month with a few exceptions: the February meeting will be on Feb. 17, there will be no meeting in November and the December meeting will be on the 7th. The revised schedule was approved.

XI. Adjournment

Susan Grady moved and Luci Domick seconded that the meeting be adjourned. All were in favor. The meeting adjourned at 8:30 p.m.

Pauline Moon,
Secretary