

Weston Public Library Board  
Regular Meeting

Tuesday, September 11, 2018  
7:45 PM, Public Library Conference Room

Minutes

Attendance: Amy Jansen, Pam Kersey, Rick Ross, Amy Sanborn, Peter Shih, Denis Toner, Barbara Groves (arrived 7:58 PM), Karen Tatarka

Absent: Anne Hunt, Lynne Langlois

Guests: Susan Urbania representing Friends of the Library

1. Meeting called to order by Vice Chairman Toner at 7:45 PM.
2. **Treasurer's Report:** Treasurer Kersey reported that the Library Endowment Fund earned \$694.63 of interest in August. \$950 was spent on Summer Reading. Additionally, \$100 was paid to the ACLB for membership and the big check was written to the Town as the last payment from the Board for the renovation. Treasurer Kersey had to write another check to Parks and Recreation for the summer movie as the first was lost in the Town's interoffice mail.
3. **Budget:** Director Tatarka discussed the upcoming budget year. The Board discussed recreating the Budget Committee. With Member Langlois absence, finalizing the committee was delayed to the October meeting. The Board discussed the questions and issues with considering opening the Library on Sundays during the summer, perhaps at least through when the school year is over. Director Tatarka will look at surrounding communities. There would certainly be an increased cost for staffing and operating expenses such as electricity. Staffing availability would need to be addressed.
4. **Space Planning:** The Board discussed the Franc Vitale plaque. The proposed 18" x 18" size appears to be too large for the text to be included.

Member Ross made a motion to approve up to \$900 for the Franc Vitale plaque giving the Space Planning Committee discretion to finalize the design. Second by Member Shih. Motion carried unanimously.

The signs have arrived from Signworks and look great but some of the signs on the stacks are not staying adhered to the end caps. Director Tatarka will be in touch with the company to deal with the problem. The bill has been paid.

The Board discussed the bathroom remodeling. Director Tatarka reported that the tilework has been done; the saddles needed to be replaced. This was done for no additional charge. The next step is to finalize the plans and order the partitions. After the partitions are installed, the countertops and sinks will be installed.

Director Tatarka gave an update on the Children's Room remodel. The plan is to meet with Creative Library Concepts in mid-September to review the design and make sure all of the proposed items both fit and provide the necessary shelf space for the collection. PGA prepared the certified drawings for the grant application.

The board received an update on the roof replacement project. Bids are due at 2:00 PM on August 29<sup>th</sup> at 2:00 PM and will be opened at 2:05 PM. A Building Committee meeting will follow that evening to interview the appropriate low bidder(s).

5. **State Grant:** The Board of Selectmen voted on August 16<sup>th</sup> to authorize First Selectmen Spaulding to apply for a State Public Library Construction Grant. Tom Newman at the State Library has confirmed he received the Library's grant application and it is complete. Director Tatarka reported Mr. Newman said it was unlikely the Bond Commission would meet in January or February, so if the Library receives any grant money, it would likely not be released before March, 2019.
6. **Chairmen's Reports:** Director Tatarka reported on the status of Strategic Planning. The objective is to have the Plan revised before the end of the year. The Town survey was discussed again.
7. **Director's Report:** Director Tatarka asked for any input on the Library's Annual Report which was distributed to the Board before it is filed with the Town. She reported that the statistics for the year look fantastic. From FY2015/16 (prior to the renovation) compared to this past fiscal year, circulation of Children's materials increased 23%; traditional physical materials increased 13%; access to electronic resources, including downloadable audiobooks, increased 49%; visits to the virtual library through the Library's web site increased 25%; and room reservations increased 27%. Unfortunately, as a result, the staff is stretched quite thin. It was suggested that Director Tatarka send the Annual Report to both First Selectman Spaulding and Town Administrator Luiz.

Other topics discussed by Director Tatarka include: the Amazon wish list, launch of educational resource, Lynda.com, and the Touch-a-Truck and Senior Center Flea Market events. She reported that the Library was the only Town agency that had a presence at the Pedestrian event on Valley Forge. Member Kersey graciously represented the Library at the Kiwanis Dog Jamboree. Director Tatarka mentioned the Friends' Trivia Night on Thursday, September 13<sup>th</sup>. Director Tatarka reported that the new phones have been installed and the numbers have remained the same. There have been some glitches with the system going down intermittently. The Town is working on it. Director Tatarka reported that Rose Simpson will be leaving to take a full time position as Young Adult Librarian at the New Milford public library. The Board decided that it should fund a going-away and staff appreciation lunch. Director Tatarka will handle the arrangements and use the Director's Account for funding.

Director Tatarka passed along Children's and Teen Librarian Petrino's request to purchase an additional AWE station which is currently on sale.

Member Sanborn made a motion to approve up to \$3,500 to purchase a second AWE station for the Children's Room. Children's and Teen Librarian Petrino will choose which model is better (one is bilingual). Second by Member Groves. Motion carried unanimously.

Director Tatarka distributed the Departmental Reports.

The Director's Report is attached.

8. **Friends:** Sue Urbania reported on the Friends' activities. The Camera Club is commencing activities again. There are some new members and some returning members. Since there will not be a professional photographer leading the group this year, there will be no charge for participating. The movie/film group will meet monthly on Thursdays. The focus will be on humorous movies from the '40's and '50s. There will be an introduction of the film and a discussion following the showing. There was a discussion about the possible need to replace the copying machines managed by the Friends. There is a chance that the Town may take over responsibility for the copy machines in the next Town budget. If not, there may need to be a fundraiser for the machines. The Friends are planning a small fundraiser in October with beer and pretzels. They are finalizing the details and venue.
9. **Minutes:**

Member Kersey made a motion to approve the July 10, 2018 minutes as amended. Second by Member Ross. Motion carried unanimously with two abstentions. (Members Jansen and Toner who were not present at the July meeting.)

**10. Old Business:**

The Board discussed hosting another astronomy program. Member Groves has been in contact with Kevin Manning regarding dates for a program, likely in December. Various details related to the program and partnering with the schools were discussed.

Member Ross made a motion to approve up to \$500 to fund the astronomy program with Kevin Manning. Second by Member Jansen. Motion carried unanimously.

Director Tatarka discussed an opportunity to host a program in October related to the paranormal or witchcraft in CT. It would likely be held on a Sunday afternoon. Director Tatarka will explore what options are available.

**11. New Business:** None.

**12. Adjournment:** Member Ross moved to adjourn at 9:12 PM. Second by Member Shih. Motion carried unanimously.

Respectfully submitted,

Amy Sanborn  
Secretary

Approved October 9, 2018

Weston Public Library  
Director's Report  
September 11, 2018

### Space Planning

- Library signage – Signworks installed the collection, directional, and Helen Greene sign on 8/27. Franklin Bronze has provided a mock up for a Franc Vitale sign. The Space Planning Committee is currently reviewing the design.
- Children's Room – Creative Library Concepts has provided a final design. The Space Planning Committee will be meeting with Creative Library Concepts to review the plan on-site in mid-September to insure it meets the Library's needs and to begin choosing furniture and finishes.
- Public Restrooms – Town Handyman Cobelle encountered difficulty removing the tile in the restrooms. This delayed the installation of the new tile. Apex is now scheduled to begin installing the tile on 8/29. The new quote from the bathroom partitions came in around \$500 higher than the previous quote, due to an increased cost for materials. The new quote is for \$7,155 (barring unforeseen issues). Town Handyman Cobelle will do the demo. As the quote was under the amount approved by the Board, the Space Planning Committee approved the partitions on 8/27. The Space Planning Committee has selected a quartz sample from Emmanuel Kitchen and Bath, which was agreed to by Building Committee Chair Swerdlowe. I will have Emmanuel provide a new quote.

### Finances

- State Library Construction Grant – As discussed at the last meeting, I have worked with Michael and Patricia from Peter Gisolfi Associates to pull together required documentation for the grant application. All pieces are currently in place, with the exception of an ADA and ANSI compliance letter. The Board of Selectmen approved the application on 8/16. I should have the ADA and ANSI letter soon and will submit the grant application by Friday.
- The Board's renewal for ACLB has been submitted.

### Building

- The lack of ventilation in the public restrooms is still outstanding. Town Administrator Luiz received an estimate from Tri City that made the project much more achievable at \$2,000. As this would also be an energy conservation upgrade, the work has been included in the CT State Library Construction Grant.
- All Electric will be out to install the parking lot lights. The additional emergency light in the Community Room vestibule has been installed.
- Town Administrator Luiz has approved replacing 50% of the 1994 locksets now, with the hope that the rest can be replaced later in the year. The locksets are on order.
- The Town is moving forward with bidding on the Library roof. Bids are due 8/29.

### Technology

- Chromebooks began circulating at the end of August. We expect the program will become more popular with the start of the school year.
- Lynda.com will launch in September. Library staff have reviewed both AcornTV and Kanopy. We are considering launching Kanopy later this year.

### Library Programming

- Full list of September events is available [here](#). Alessandra has added a Touch A Truck event for Sept. 22.
- Parks and Recreation has re-scheduled the Big Movie to September 7.
- Outreach events:
  - Thank you to Anne Hunt and Susan Richard for volunteering for the Valley Forge outreach event on 9/1.

- Thank you to Pam Kersey for including Library materials at her table at the Dog Jamboree on 9/8.
- Thank you to Amy Schwab, Anne Hunt (if needed), Barbara Groves (tentative), and Susan Scher for helping with Trivia Night on 9/13.
- Thanks to Catherine Revzon for helping with Touch A Truck on 9/22 (tentative) so that the Library can have a presence at the Senior Center Flea Market.

### **Operations**

- August gate count was 5,208, a 2.5% increase over August of last year. August circulation was 5,740, a 12% increase over August of last year.
- The Library will retain its current phone number. We are still waiting to hear about individual staff numbers, but we remain positive.
- Annual Report to the Town - draft is complete. Please see attachment.
- Our new page, Julia Kelly, is currently in training with Assistant Director, Nancy Lincoln. She replaces Sarah Johnson, who graduated this year. Julia's first official day will be Sept. 8.

### **Departmental Reports**

- Will be provided at meeting (see below)

### **Departmental Reports**

**Rose Simpson – Makerspace**

My maker programs were well-attended this past month. I had 9 participants for Take-Apart Day, the largest I've ever had, and probably the limit of how many people will fit in the makerspace. I've attached a couple pictures from Circuit Board Sculptures, which had 4 kids. That was plenty, it gave everyone room to spread out what they were working on. For 3Doodle a Butterfly, I'd purposely capped registration at a small number so that everyone could have time to make something, and we had 2 kids, about 8 years old. That was perfect for the 3Doodler Start, which is aimed at kids about that age because it melts plastic at a much cooler temperature. The 3Doodler Create gets very hot, more like a hot glue gun, and is meant for adults, so in the future I may try running a program with it aimed at teens and adults.

### **Alessandra Petrino-Children's and Teen**

Our Summer Reading Program and Challenge ended on August 17, we had 234 participants who logged 3,566 books. 60 children completed their reading challenge of reading at least 10 books this summer and were eligible for the \$20 Gift Certificate from the Sports Center of CT. We gave out 16 raffle prizes and 1 grand prize this summer with over 1000 raffle tickets redeemed in the library for a chance to win a prize. We had 2 final performances in August by special entertainers- a Juggler/Contortionist and a Moana Hula Program, both were very well attended and enjoyed by families.

We have been in contact with our children's room designer and have agreed upon a layout for the room when we undergo the children's room renovation.

We have revamped our Storytimes for the new school year and now will be holding a storytime every day of the week except Sunday. Sheela has been learning and practicing with our 3D printer and will begin holding 3D printer appointments on Saturdays in September and STEM programs using our tech kits on Sundays so that our Makerspace is used on weekends as well as weekdays.

Finally, during the summer we held programs titled "Community Helpers" where children and families could come and make things to be donated to different organizations or drop a donation off. We made/collected over 20 pet bandanas + pet food for the CT Humane Society, created cards for Operation Gratitude that will go to military personnel, compiled Craft kits and supplies for Family and Children's Aid and have currently made/received 19 blankets to be delivered to Project Linus. I am happy to see this community work together for these special organizations and causes. I will be delivering these donations next week.

### **Nancy Lincoln – Circulation**

We have a new employee, Julia Kelly, who will be working on Sat. morning. She is a junior at Weston High School. I have had three training sessions with her. We look forward to having her on the staff. Illona Bos will move to the Sunday position.