

Weston Public Library Board Meeting
August 5, 2014

PRESENT: Denis Toner, Chairman Amy Sanborn, Michael Bellacosa, Lynne Langlois, Barbara Groves, Rick Ross, Anne Hunt and Director Karen Tatarka

ABSENT: Harriette Heller

Chairman Sanborn called the meeting order at 7:55 PM.

TREASURER'S REPORT

Treasurer Toner presented the Fourth Quarterly Report, as well as the full year 2013-2014 report.

For the quarter, the Library received funds for State Aid from the State of Connecticut with additional income was received from various bequests.

Expenses included the purchases of outdoor furniture for the patio and coffee mugs. In reviewing the full year, it was highlighted that the largest expenses were for legal fees associated with the legal representation for the Vitale Estate resolution and the development/launch of the new library web site.

Member Langlois moved to accept the Treasurer's Report as presented. Member Groves seconded the motion. Motion was approved unanimously.

Treasurer Toner also commented that in reviewing the full year budget, he noticed that the records were out of balance by \$0.06. Chairman Sanborn moved that the budget reflect a shortage differential of 6¢. Member Langlois seconded. Motion was approved unanimously.

BOARD GOVERNED FUNDS

Chairman Sanborn announced that the Board needed to review current By-Laws since they haven't been reviewed since 1996. No board member is currently able to assume this responsibility. Member Langlois suggested with all the current attention on our renovation project, this should be addressed at a later date. The recommendation was tabled for future discussion.

BUDGET

Chairman Sanborn inquired if we have any funds remaining in our current budget that were encumbered. Director Tatarka indicated encumbered for a \$500 panic button which was installed in July. Since the library has switched to natural gas, there are extra funds available from that account.

Funding was approved for a part-time staff person. So far, twelve people have applied for the position. It will remain posted until the position is filled. Reviewing applications will start August 15.

SPACE AND STRATEGIC PLANNING

Chairman Sanborn announced she had done the referencing check on Peter Gisolfi Associates. All the references checked out. The committee has met with the team who will be working on the project and feels comfortable with them.

The contract negotiations have been on-going. The contract has been split into two phases. The contract for Phase 1 has been signed. The fee is a flat \$12,000, which is creditable against the full fee. Peter Gisolfi has spoken with Chairman Sanborn and assured her that a proposal for grant money will be ready on time. There will be two signatures on the document on behalf of the library board—Chairman Sanborn and Treasurer Toner.

The board discussed the list of objectives as presented by PGA and discussed some modifications to reflect the board's perspective. Other aspects of the project were also reviewed as a board. The objectives will be reviewed with PGA at the next meeting.

Chairman Sanborn discussed Phase 2 considerations. She would like the Town to be a signatory on the contract since the library is a Town owned building. Department heads are not permitted to sign contracts which means Director Tatarka cannot legally sign the contract for Phase 2.

Grant application:

Director Tatarka said the grant submission has to be physically and electronically submitted by August 29. In consideration for the grant are the electrical upgrades, windows on the front of the building, flooring, lighting and a generator. The request has to be over \$30,000 to qualify. Since the library is older than 50 years, the Historical District Commission would have to approve any changes to the front of the building concerning the location of the generator. The generator has to be close to the established gas line. If competitive bidding is considered, we may get partial reimbursement since we have already done this.

Member Toner moved that the Board approve the filing of a grant application covering all items already listed and possibly including furniture and further authorizing the Space and Strategic Planning Committee to approve the final grant application to the State under a Town authorized signature. Member Hunt seconded. The vote was unanimous.

TECHNOLOGY PLANNING

Director Tatarka requested the formation of a Strategic Planning Committee to review certain sections of development for future consideration. Members Toner, Ross and Groves volunteered to be on the committee. Chairman Sanborn asked to be included in the process.

Karen Bennett and Fredi Bremond have been working with Bibliomation to change providers to increase access speed.

DIRECTOR'S REPORT

Miss Joy had about 175 participants for the summer reading program.

The schools have requested on-line reading programs to promote reading over the summer months.

Adult reading has been encouraged.

A food drive is being considered that would use a food donation instead of money for late book fees.

The piano concert with Matthew Harrison and Vlada Yaneva is set for October 19.

Member Bellacosa announced that the astronomy program is being postponed until the spring.

The best astronomical observations times conflict with holidays this fall.

The gate count for July was 5,933. This is fairly even with last July.

A pizza party was held for graduating library pages. Next year, the party may be expanded to include all pages. It was pointed out that pages for Parks and Recreation get \$11/hour while the library pages earn \$9/hour. Director Tatarka will try to get more money allotted for our pages in the next budget cycle.

SCORE, a group that helps small businesses get started, has held sessions at the library. The last session covered Excel training. They received 106 reservations; 60 participants showed up. A future session will train participants on Linked-In. The group covers all of Fairfield County.

Director Taarka has been approached by a for-profit group to train students for SATs and PSATs. The schools will be offering practice sessions for free in the fall. By offering one session for free this group would get the names of all potential students for their fee-based program.

Chairman Sanborn will contact the schools to see what programs they will be offering.

The sense of the meeting was not to support this group.

Director Tatarka passed out copies of the 4th Quarter Report. Highlights include:

- A rise in usage by children

- An increase in e-book circulation

- Hits of the library web site have almost doubled

FRIENDS

The Friends have been having difficulty in getting an accurate billing statement for the New Yorker program. The Seniors have decided not to contribute to the program unless it was moved to the Senior Center. The number of purchased subscriptions has gone down because participants have purchased their own subscriptions.

There will be a World War I series of movies and lectures in the fall.

The Friends are looking into increasing the number of museum passes for patron use. They are considering requesting a second Beardsley Zoo pass.

Play With Your Food was well attended.

The Friends are considering a fundraiser in the fall.

MINUTES

Member Langlois moved to accept the June minutes. Member Ross seconded. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Member Henderson has moved to Narragansett, RI. She was a long-time member of the Board and a fantastic participant. Her commitment and skills will be sorely missed on the Board. Chairman Sanborn has been contacted by the RTC to discuss a replacement.

Member Ross moved to adjourn. Member Bellacosa seconded. The motion passed unanimously. The meeting adjourned a 9:33 PM.

Respectfully submitted,

Anne Hunt
Secretary