

Weston Public Library Board Meeting  
April 11, 2016

*PRESENT:* Amy Sanborn, Anne Hunt, Denis Toner, Barbara Groves, Pam Kersey, Amy Jansen, Michael Bellacosa and Director Karen Tatarka

*ABSENT:* Lynne Langlois and Rick Ross

Chairman Sanborn called the meeting to order at 7:48 PM. She introduced our new member, Amy Jansen.

*TREASURER'S REPORT*

Treasurer Toner distributed the First Quarter Treasurer=s Report. He noted the high level of contributions in January, mainly from the contribution of Helen Greene.

Town Attorney Pat Sullivan had requested that the Board hold a restricted amount of funds from the Vitale bequest for three years. That time has now elapsed, however, Pat Sullivan would like us to continue to hold these restricted funds for the time being.

Member Kersey moved to accept the Treasurer=s Report as presented. Member Groves seconded the motion. The motion passed unanimously.

*SPACE PLANNING*

When the Library/Building Committee met on April 6, the decision was made to reject the only bid on our project. It was decided that we should establish a base line with a few alternative projects. One of the alternatives would be the half-glass walls on the conference rooms. Renovations to HVAC and exterior lighting will also be considered as alternative projects. The revised invitation to bid will be created by Michael Tribe and Tom Landry will post it on Monday in the CT Post. It will refer bidders to a link with the specifics of the project. The deadline for the new bids will be April 28 and they will be opened at 2:00 PM. This will pushback our start date to June and our end date, hopefully, in September.

The investigation of the HVAC system was beyond the scope of the project PGA had been considering. It will cost approximately \$10,000.

Next week, the Space Planning Committee will be meeting with Mr. Tribe to discuss furnishings.

*DIRECTOR'S REPORT*

The State has taken over the courier system for delivery of books to libraries. Consequently, there is a considerable back-log of books to be delivered.

Pamela Wilonski has been running programs for 3-5<sup>th</sup> grades with great response over spring break.

Director Tatarka announced that during the renovation, only ten people at a time will be allowed in the Community Room per instructions from the Fire Marshall. They are trying to arrange for Toddler Time to be temporarily moved to Norfield Church.

Member Toner commended Director Tatarka on all the work she has done with financing and upgrading technology in the library.

The library's new router the library is going to require additional wiring to accommodate a greater bandwidth. Once in place, it will provide broader access both within and around the library. The IT department from the schools is responsible for establishing the new access points. Bibliomation will help move the technology access into the Community Room over the summer.

### *FRIENDS*

The Friends have asked for a *wish list* to address library needs. Equipment for Makerspace could be on the list. Once generated, the list could be posted on Amazon thus facilitating public access to give them the option of which project to support. Chairman Sanborn suggested it might be better to wait until after the renovation is complete in case there were additional needs which could be added to the list.

The Friends would also like to hold a gala celebrating the re-opening of the library. Donations could be made through Pay-Pal. Rose Simon will develop the list. Member Jansen volunteered to help with the technology.

Rose Simon has also been investigating managing room reservations electronically. The system will be accessible on-line. She may need help from the Friends to finance it. Insight is a program that can manage reservations and is currently being used by the Wilton Library. Spring Share is another program that can generate confirmations.

### *DIRECTOR'S REPORT*

Director Tatarka has been contacted by Susan Spalding asking if we would be interested in their Poster Fundraiser. The project would have participants buy posters which would be distributed throughout the town. The sense of the meeting was not to participate in this endeavor.

There was a discussion about Tribute Gifts. A minimum contribution of \$25 was suggested which would be recognized by a bookplate for a book or a DVD. Contributions above that amount would necessitate different levels of acknowledgement depending upon the size of the gift. We established three levels of recognition: naming, recognition or a plaque. *Naming* would be at the Board's discretion. After a number of years, the recognition might go away. Donor recognition on a wall plaque was discussed. The vestibule area might be a good place for wall plaques.

Director Tatarka requested that the Board stipulate a programming budget. Currently, money is contributed from the State and through the Friends' Book Sale. Treasurer Toner suggested that she write checks out of the Director's Fund and the Board would reimburse her. Because she must write an annual report to the State, it was decided that the budget be set at \$3,000, which is the amount currently in the various programming funds.

### *OLD BUSINESS*

There has been a response from Keith Brooks about the Super Senior Artist Competition and Exhibition. The sense of the meeting was to decline to support it. The competition will be held in the Community Room in November.

### *BUDGET*

The Board of Finance approved the Library budget as presented.

The Annual Town Meeting will be April 20 at 8:00 PM. The referendum vote will follow the meeting and be available the following week for anyone who wants to cast a vote.

*FRIENDS*

The New Yorker group will meet throughout the summer.

Woody Bliss will be conducting another genealogy program starting later this month. Hopefully he will hold another session next fall.

*MINUTES*

Member Kersey moved to accept the March minutes as amended. Member Groves seconded. There were five votes in the affirmative with two abstentions.

*OLD BUSINESS*

Nothing additional.

*NEW BUSINESS*

Director Tatarka is exploring alternatives to Hulu because the program is now being linked to a credit card for payment.

Member Bellacosa moved to adjourn. Member Toner seconded. The vote was unanimous. The meeting adjourned at 9:26 PM.

Respectfully submitted,

Anne Hunt  
Secretary

Approved June 7, 2016

## Director's Report

April 11, 2016

### *Renovation*

*Library Movers:* At the Board's request, I negotiated with William B. Meyer to bring the price of the move down to \$32,880 (\$1,100 less than the original proposal).

- o Pat Sullivan requested a more detailed agreement than the one supplied by William B. Meyer. William B. Meyer has asked for a few changes to Pat's document, but we are close to closing the loop on the agreement. Tom Landry has indicated he will sign this contract.
- o I have notified William B. Meyer of the change in the renovation schedule, and they said they are still able to work with us.
- o The storage contract with Emmanuel is complete, but now needs to be revised to reflect the new moving time frame. I will work with Emmanuel on this when we have a firm date. Nina Daniel will be asked to sign this contract.

*Temporary Library:* The Fire Marshal has reviewed the plans for the temporary library in the Community Room and is comfortable with the layout I have developed. He has reviewed the capacity for that space when it is converted to stacks. It will be capped at 10 people. He will provide signs reflecting this temporary capacity.

- o Library staff is working on selecting the items we will take with us during the renovation based on circulation statistics and Anew@ status.
- o If we are able to arrange the shelves as planned, we will have over 680 linear feet for books and the ability to take most of our DVD and Audio collections.
- o I am working to gather volunteers to help with the move to the temporary space. We will also need volunteers to integrate the pulled books back into the collection after the renovation is complete.

*IT:* With guidance from Bibliomation and the Schools, I have worked with Optimum to have the modem that supplies our WiFi upgraded and moved to the basement. The new modem will increase our bandwidth significantly. The work was completed 4/7. This requires an additional charge per month for service. Previously, we paid \$12/month (covered by Town Hall). The new service will be about \$50/month. Tom Landry is on board since it was recommended by IT at the Schools. We will determine in the next budget year if this added expense should be in the Library's budget.

- o Bibliomation and the Schools are working together to move our operations to our temporary location and also to develop a plan to deploy WiFi access points throughout the renovated space that will maximize signal strength and bandwidth.

*Meeting Space for Outside Groups:* I have been notifying all of the groups with regularly scheduled meetings that the Library will be available through mid-May for their use. I am working with Town Hall to cancel the reservations previously made in their meeting rooms for this time. I will work to extend reservations at Town Hall for our regular groups through September.

*Follow up on assistance from schools:* I met with Asst. Superintendent Ken Craw to review our needs during the course of the summer. He is willing to help us out as much as possible.

- o Storage in an unused classroom should be possible. This would be used primarily for any pieces of furniture returned to us before we re-open.
- o Space for the Friends' annual Play With Your Food, once we have a date.
- o Possible programming space for Children's events. I am also investigating other locations in town to fill this need and have made headway. Since the renovation time frame has shifted, I am no longer making plans for a study hall@ space outside of the Library for students after school.

### *Technology*

Amazon wish list based on Makerspace survey feedback.

I have postponed completing a WEF grant for a mobile computer lab. We determined that Chromebooks were not adequate for our needs, and the schools kindly gave us 6 laptops that they were down-cycling. We will now complete the WEF grant for the peripherals that we will need to complement the mobile computer lab.

We have built and deployed the two new public Internet computers budgeted for this year.

Simultaneously, we were able to do away with the manual sign in to the public computers that required staff intervention. We received comments about this on the Community Needs Assessment, and have found a work-around for keeping statistics using Windows Event Viewer.

### *Miscellaneous*

Sports poster fundraiser from the schools

Donations policy

Program account

Response from Keith Brooks, Weston Commission for the Arts

3rd Quarter report will be ready for the May Board meeting

# April Events @ Weston Library

## Movie Night: Made in Dagenham (Rated R), Apr. 2, 1:30PM-4PM

Celebrate Women's History Month with a showing of the movie *Made in Dagenham* followed by a discussion. *Made in Dagenham* is based on the true story of how a group of determined British women demanded recognition and equal pay at a Ford automobile factory in Dagenham, England in the 1960s. Sponsored by the League of Women Voters.



## Create it with Duct Tape!, Apr. 5, 4PM-5PM

Stick together something fun! Duct tape is a versatile and durable material that can be used to make a variety of useful and decorative things. It even comes in colors and patterns! Come learn to make some fun and easy projects, like the classic duct tape rose, bracelets, wallets, and more. All materials are provided, and you can take home what you make. For ages 10 and up.

## Lunch and Learn: What's Your Story, Apr. 6, 12PM

Join Tessa Smith McGovern, award winning author and co-founder of the Fairfield County Writers Studio, for a fun filled experience of instruction and writing. Come and learn how to get started (or continue) a satisfying story! Appropriate for writing fiction and memoir. All levels of experience are welcome.



## New Yorker Roundtable, Apr. 12, 19, 26 11:45AM

Sponsored by the Friends of the Weston Public Library, the New Yorker Roundtable is a community discussion group where participants talk about news events, arts, politics and more! Moderated by Diana Loevy.

THE NEW YORKER

Issues and reading selections are available at the Library.

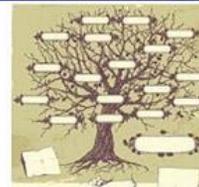
## Minecraft Meetup and Builder's Workshop, Apr. 17, 1PM-3PM

Weston Public Library has its own Minecraft world, and kids are invited to come play in it! Bring your Minecraft player name, library card, and a parent or guardian, and we'll add you to the server! If you bring a computer, you can hang out for a while and play Minecraft with other kids.



## Genealogy classes: What's in your Lineage?, Apr. 20, 27 3PM-5PM

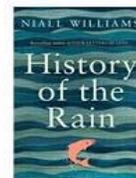
The class will be held at the Weston High School Library Computer Room. You will learn how to research your family history using the Internet. Classes will be held on April 20, 27, May 11, 18, and June 1, 8. Please plan to attend all classes for continuity. Please sign up online at [www.SignUpGenius.com/go/4090D4BADAD22A20-genealogy](http://www.SignUpGenius.com/go/4090D4BADAD22A20-genealogy). There are only spaces on the wait list available at this time. Any questions, please call Woody Bliss at 203-226-4859.



## April Book Groups

Thurs. Apr. 14, 10:30AM — *My Brilliant Friend* by Elena Ferrante

Wed. Apr. 20, 7:00PM — *The History of the Rain* by Niall Williams



Book Groups sponsored by Friends of the Weston Pubic Library.

**To receive email notifications of Library events please write to [friendsofthewestonlibrary@gmail.com](mailto:friendsofthewestonlibrary@gmail.com).**

# April Children's Events @ Weston Library



## **T is for Toddle Time: Every Tues. and Thurs. at 10:30AM**

Parents, Caregivers, Babies, and Toddlers; please join us every Tuesday and Thursday for music, movement, and creative story-times. This is a great way to foster early literacy. No registration needed.

## **Wiggle Giggle Wednesday for 3-5 Year Olds: Every Wed. at 3:30PM**

Families and caregivers, please join us every Wednesday for singing, dancing, and stories geared for children ages 3–5 years old. No registration required.



## **Recycling Through Literature for Grades K-2: Every Tues. at 3:30 & 4:45PM**

School aged children from grades K-2, please join us every Tuesday for more sophisticated stories and a coordinating craft project, which promotes the use of recycled and natural items. No registration required.

## **Building With Literature for Grades 3-4: Every Thurs. at 3:45 PM**

During these sessions we begin with a great story selected for more mature listeners from grades 3 & 4. We then build a coordinating piece of art work that complements the story. This session will meet weekly on Thursdays. New stories and creations will be featured each week to ensure creative learning and fun.

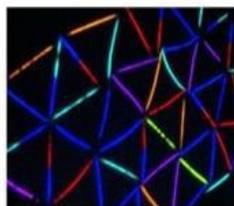


## **Reading to Rover: Apr. 9, 11AM-12PM**

Weston Youth Services Director, Michelle Albright, will bring her ROAR (Ridgefield Operation Animal Rescue) certified therapy dog, Nellie, to the Weston Public Library! Stop in for a 15 minute reading session!

## **A Total Disconnect: Apr. 11, 2PM-4PM**

Teens, Tweens and School-aged kids, join us for some unplugged fun. Accept a LEGO building challenge or bring a friend for fun with board games! Rally the troops, leave those devices at home and join us for a total disconnect!



## **Crazy 8s Club: Apr. 11, 4:30PM-5:30PM**

Where Math Meets Mischief! Students in grades 2-5, join us for Glow-in-the-Dark Geometry, a session designed to help you have too much match fun. You will build geometric shapes with glow sticks, construct glow-in-the-dark pyramids, and much more. Space and supplies are limited to 15 students. To register, call the library at 203-222-2665.







