

Weston Public Library Board Meeting
Minutes
May 3, 2016

PRESENT: Amy Sanborn, Denis Toner, Barbara Groves, Amy Jansen, Pam Kersey, Lynne Langlois, Richard Ross and Director Karen Tatarka

ABSENT: Michael Bellacosa, Anne Hunt

Chairman Sanborn called the meeting to order at 7:48 PM.

TREASURER'S REPORT:

Nothing to report.

SPACE PLANNING:

Bid opening occurred on Thursday, April 28th. 6 bids were received each delineating 9 different options (see attached worksheets: "Alternate Scenario for Renovation Project" and "Post Bid Budget Analysis-Gennarini Bid.") The Board discussed the different scenarios and agreed that more data and discussion would be needed to finalize a priority list.

Member Ross posed the question of whether the Board is personally indemnified and Chairman Sanborn indicated that the Board is covered by the Town's insurance as members of the board (D and O) and covered by the Town's insurance financially up to \$50,000. She reminded board members to check with their personal insurance companies to determine if their umbrella policies cover anything above that amount in the unlikely event it should be necessary.

A joint Building Committee/Library Board meeting will be held May 4th to discuss the bids and how to move forward.

DIRECTOR'S REPORT: (see attached)

Renovation:

- Director Tartarka reported that an agreement with the movers has not yet been signed due to the delay in construction. Tom Landry would like to wait until we have a signed contract with the General Contractor.
- Norfield Church has agreed that we can use their space for the children's programming over the summer. Director Tatarka indicated that she felt a donation to the Church would be appropriate and the Board unanimously agreed. The amount will be discussed at a subsequent meeting.

Programs: Director Tatarka requested funding of \$530.00 for a summer reading kick-off party. A motion to fund the \$530.00 was made by Member Groves and seconded by Member Ross. The motion passed unanimously.

Member Toner asked if Director Tatarka had a budget number in mind for annual programming. Director Tatarka indicated that for adult programming we rely on the Friends of the Library. Currently Director Tatarka has been allocating proceeds from book sale and monies received from the State to fund the Children's Programming. Director Tatarka recommends that we allow a year of programming to proceed so they can develop a well thought out plan based on what is successful over the year. Director Takarta indicated that Librarian Wilonski has done a superb job locating very cost effective programs that have been popular. She also indicated that in July when the new budget cycle starts a Children's Program budget should be put in place.

On a motion by Member Sanborn, second by member Langlois, it was agreed that all money received from the State from grants and activities and all book sale money will be available to Director Tatarka to use at her discretion for programming. Passed unanimously.

OPERATIONS:

Third Quarter Report (attached):

- Director Tatarka highlighted the fact that the circulation in children's books has increased significantly. She indicated that this is due to the expansion of the various children's collections that Librarian Wilonski has expanded.
- It was recommended by Member Toner, due to the positive trend of our circulation, that the Quarterly Report along with 2 or 3 bulleted highlights be distributed to all the Selectmen and Finance Board quarterly. Director Tatarka indicated that the First Selectman and Town Administrator currently receive the Quarterly Reports along with a memo with highlights. In the future, she will distribute to all the Selectman and the Finance Committee Chair.
- Since 2011 Weston Library print circulation has gone up 15% compared to our neighbors the only other library that had an increase was Wilton at 2%. An average of other library circulation (Weston, Easton, Redding) shows a decrease of 14%. An additional statistic Director Tatarka noted is that Weston is in the top 15% for downloadable content usage per 1,000 residents.

Gifts and Donations Policy:

- Director Tatarka mentioned we might be able to get back the original library sign from Jonathan Wagner whose father was on the Building Committee. Director Tatarka mentioned that this could become a focal point in the Library.
- There was discussion that the language in the policy regarding tax deductions should be revised. In addition, language should be developed for significant donations (i.e. estate planning). Member Toner said he would discuss how to handle with the Town Attorney.
- Need to determine what the plaques will look like and how to categorize levels. Member Groves will work with Director Tatarka. Mrs. Greene's generous contribution in support of the patio was again noted. Member Groves will also work with Director Tatarka on appropriate language of acknowledgement related to this gift.

Beautification Committee:

- The Town's Beautification Committee has money available to spend on plants and shrubs around the Library. These include the possibility of weeping cherry tree(s), plantings around the patio. The sense of the meeting was to gratefully accept the generosity from the Beautification Committee, subject to coordinating with Karen regarding the renovation.

FRIENDS:

The Friends continue its effective support of our library. Play with Your Food will be Tuesday, July 19th. The New Yorker program continues to have strong attendance and a loyal following. The book groups are going well. One has a new leader. The Friends declined to participate financially with the Commission on the Arts but will lend its marketing support.

MINUTES:

Tabled until June.

OLD BUSINESS:

None

NEW BUSINESS:

High School Service Award:

- The Board discussed the creation of a new Library service award to be awarded by the Library staff and Board in lieu of the Ella Gifford Book Award which was eliminated last year. It would be awarded annually, if appropriate, to that junior(s) who, in the opinion of the WPL Staff and WPL Board has made a significant contribution to enhance the WPL. It is being considered as a \$200 cash award with the possibility of a commemorative book as an accompaniment. Member Langlois volunteered to talk to former Director Atkinson to ask if she is willing to have the award named in her honor. The name for the award under consideration is the Jane W. Atkinson Service Award. Other options were discussed. To be finalized at the June meeting.

ACLB Membership:

- On a motion by Member Langlois, second by Member Groves it was unanimously approved to renew the membership with the Association of Connecticut Library Boards.

On a motion by Member Ross, second by Member Jansen, the meeting was adjourned a 10:03 PM.

Respectfully submitted,

Pam Kersey
Secretary Pro Tem

Amy Sanborn
Secretary Pro Tem

Approved June 7, 2016

Director's Report

May 3, 2016

Renovation

- *Library Movers*: Pat Sullivan and William B. Meyer have finalized an agreement. Tom Landry requested waiting to sign the agreement until the bid opening to insure that there were suitable contractors available for the project. I have re-forwarded the agreement to Tom. Nina will sign it and it will also need a signature from the Board.
- *Temporary Library*: Library staff is currently marking all items we will take with us for the renovation with removable stickers so that volunteers can quickly move through the stacks and pull those items. Karen Bennett has worked with Bibliomation and we do expect that we will be able to hide items in storage in the online catalog. We will have a fairly accurate searchable catalog of the temporary collection.
- *Summer space for regularly scheduled children's programs*: Pamela has had very strong attendance at her Tuesday and Thursday Toddler Time, and would like to continue to offer it through the summer. Norfield has graciously allowed her to hold the programs in their space for the summer.

Technology

- I have shared the Makerspace survey results with the Technology Committee. Rose has also completed a first draft of the Amazon Wishlist we discussed last month. I will forward that to the Technology Committee shortly and I will also pull a few items from her list for the WEF grant. I expect I will be able to submit the grant application shortly.
- The new modem for our WiFi has been installed and worked perfectly for our last Minecraft meetup. We did not experience the bandwidth issues we had in the past. This was an upgrade suggested by the school's IT department and Bibliomation.

Programs

- Pamela would like to host a summer reading kick-off party with a carnival theme on Saturday, June 4. I have forwarded her write-up of the event and her proposed budget is \$530 (please see event description for breakdown of expenses). As our programming budget from the Town is extremely limited, I would like to request that the Board support this program.

Operations

- April gate count was 4,833. This is about 100 off where we were last year; however, we have curtailed adult programming due to the renovation.
- 3rd Quarter report
- Donor recognition
- Program account

Miscellaneous

- Beautification Committee - The Beautification Committee has asked for suggestions from the Library Board regarding additional or replacement plantings for the Library. They have money available for flowering plants or shrubs in locations that are visible from public roads.
- Our High School intern will begin May 16, after AP tests are over

May Events

May Book Groups

Pat Hobby Stories by Fitzgerald

May 12, 10:30AM

Nightingale by Hannah

May 18, 7:00PM

New Yorker Roundtable

May 3, 10, 17 11:45PM

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

Movie Night: Testament of Youth (PG-13)

May 11, 7:00PM

During World War I, Oxford University student Vera Brittain (Alicia Vikander) postpones her studies to serve as a nurse while her suitor, her brother and a secret admirer face death in the trenches. Sponsored by the Friends of the Weston Library.

Children's & Teen Programs

T is for Toddle Time!

Meets every Tues. & Thurs. at 10:30 am. Music, movement, and creative story times for babies and toddlers with parents and caregivers.

Recycling Through Literature

Meets every Tues. at 3:30 and 4:45 pm. Stories and coordinating craft project which promotes the use of recycled and natural items for grades K – 2.

Wiggle Giggle Wednesday!

Meets every Wed. at 3:30 pm. Singing, dancing, and stories geared for children 3 & 4 year olds.

Building with Literature

Meets every Thurs. at 3:45 pm. Story and coordinating piece of art work that complements the story for grades 3 & 4.

Crazy 8s Math Club

Monday, May 9 at 4:30PM

Where Math Meets Mischief! Students from grades 3-5, please join us for Let's Get Loud With Math! Check out our decibel meter, pair water and straws to generate sound, and make a pan flute. Space and supplies are limited to 15 students. Registration is required. Please call 203-222-2665.

2017 High School and Teen Nutmeg Nominees Unveiled!

Wednesday, May 11 at 6PM

Teens, please join us as we welcome the new 2017 High School and Teen Nutmeg nominees over refreshing lemonade, snacks and conversation.

Total Disconnect!

Saturday, May 14 at 11AM

Teens, Tweens, and school-aged kids, please join us for our Total Disconnect Session. Accept a Lego Build Challenge or bring a friend for fun with board games. We have tons of Legos and lots of games so rally the troops, leave those devices at home and have fun with us! If you need community service hours, earn them here.

Reading to Rover

Saturday, May 14 at 10AM

Teen Tech Time Challenge

Wednesday, May 18 at 6PM

Calling all teens who are creative enough to accept our Teen Challenge! Create a video to highlight our Summer Reading Program. Here's how it works: bring your own device, use the app or program of your choice, see your finished video on the Weston Library's Teen page.

Preschool Story Craft

Saturday, May 21 at 11AM

Preschool children ages 3, 4, and 5, please join us for this story of hide and seek involving an elephant! We will also ~~hide~~ create an elephant craft. Please call to reserve your spot 203-222-2665.

Book Busters!**Monday, May 23 at 4:30PM**

Calling all early readers! Please join us for this exciting discussion of the book *Cork and Fuzz* by Dori Chaconas. Check out the book at the Library and read it at home, and then come to the Library for a book discussion! We will also have a coordinating craft. Registration is required and is limited to independent readers. Register at the Library when you come to pick up your copy of the book!

Teen Slap Art – The Art of Yart**Wednesday, May 25 at 6PM**

High School Students, please join us for the Teen Slap Art session where combining your creativity and yarn = yart! Please call 203-222-2665 to reserve your spot.

Mini Maker & Tech Programs

Mini Maker Program: Newspaper Construction Challenge

Thursday May 12, 3:30-4:30PM

Can you build the tallest tower or the strongest bridge with just paper and tape? Kids are invited to join our construction challenge using only those two materials. Work alone or in a team of up to 3. Open to kids aged 10 and up. Registration required.