

Weston Public Library Board Meeting  
July 12, 2016

*PRESENT:* Amy Sanborn, Anne Hunt, Denis Toner, Rick Ross, Amy Jansen, Michael Bellacosa, Lynne Langlois and Director Karen Tatarka

*ABSENT:* Barbara Groves and Pam Kersey

Chairman Sanborn called the meeting to order at 7:50 PM.

TREASURER'S REPORT

Treasurer Toner will have the Second Quarter Report at the next meeting. In summary, the Vitale estate has been settled. Director Tatarka deposited \$35,000 representing the Library's final payment from the Vitale estate. A bill was received from Cohen and Wolfe in the amount of \$5,500 covering all legal expenses related to advising the Library Board on the Vitale Estate. As part of the final accounting for the Vitale estate, Attorney Sullivan said all funds in the Endowment account may now be unrestricted.

There was in-flow of funds totaling \$68,000 from 2015-2016 with \$9,600 out flow. Attorney Sullivan said all funds in the Endowment account may now be unrestricted. The board discussed the logistics of paying for the renovation.

SPACE PLANNING

Chairman Sanborn announced that the Gennarini contract has been signed. Furniture purchases are going to be shifted to Charlie Cohen of Creative Library Concepts. The furniture selection and ordering is in process. The board was given an update on the renovation including issues related to the HVAC for the conference rooms, the structural issues with the conference room walls. The board also received an update on the furniture and fixtures status. There is additional money available from the Town to apply to the staff furniture order and money that will be encumbered from the Library's FY 2015-2016 budget that will be applied to the renovation.

DIRECTOR'S REPORT

Director Tatarka said that when the book shelves were pulled away from the partial stone walls, it was discovered that the heating and cooling dampers had been closed and duct work was almost non-existent. With this problem corrected and the additional duct work that the architects have designed to move air up behind the book shelves, the air flow should be a lot better in the Children's Room.

John Gennarini has been on-site every day during the demolition process. The remediation work should be completed today and then the air has to be tested for quality. If the air is good, work can proceed starting on Monday.

The "stone walls" were actually stone-faced concrete. Thus when the insulation was removed, the process of cleaning the asbestos off the concrete was easier.

As work progresses, the project time-line will be updated.

Librarian Wilonski has been holding the children's programs at Norfield Church. Rose has finished the Amazon technology Wish List. This list can now be presented to the Friends and they can help look for support. The list of items is over \$2,000. The technology requests are for the Maker Space.

During the demolition process, we had to change the public computers' IP address. We worked with Ancestry.com to temporarily change the IP so that patrons could continue to use the service. Director Tatarka handed out a list of operational items not covered by the renovation project. The first is the sound system in the Community Room for the hearing impaired. This cost is already in the budget and grant eligible. The next addresses upgrades in the WiFi system. A POE switch is needed to power the access points over the network at a cost of \$160. Five Access Points, wireless devices that will be mounted on the walls and ceilings, are needed at a cost of \$675. In conjunction with these units, five units to conceal them will cost of \$95. In the General Library, three new book trucks are needed at a cost of \$975. Finally, magazine/newspaper storage boxes will keep these items in better condition at a cost of \$2,120. The total cost for all these items is \$3,995. This does not include the signage which was discussed initially but hasn't been addressed in two years. This will be discussed with Maria later.

The state is dropping the aid payment for 2017. In previous years, Director Tatarka was compensated for completing the annual library report. Treasurer Toner moved to reduce the Weston Public Library account, various funds that have supported programming in the past, in the amount of \$1,160 plus interest and move the funds to the Director's Account. Member Ross seconded the motion. It passed unanimously.

For the fourth year, patrons can opt to pay their late fees in the form of food donations to go to the local food pantry.

We are hoping to develop a recognition for Mrs. Greene for her donation to the patio area.

## FRIENDS

Play With Your Food will be held next week in the Intermediate School Cafetorium.

## MINUTES

Member Toner moved to approve the June minutes as amended. Member Jansen seconded the motion. Six voted approval with Member Ross abstaining.

## OLD BUSINESS

Chairman Sanborn will speak with First Selectman Daniel about recognition of bequests when the Board has a recommended policy developed.

Member Langlois said that former Director Atkinson does not wish to be recognized with a special award in her honor. Chairman Sanborn suggested that this award be called the Weston Public Library Service Award to be given to a rising WHS senior or seniors for service to the Weston Public Library. Further, the award will be given in the fall so that it gets more recognition and doesn't conflict with graduation ceremonies. Director Tatarka will reach out to Hamilton Forsythe and Herschel Meadow and let them know they are receiving the award this year. Director Tatarka will write the press release because she best knows all their accomplishments. The award will include a gift of \$200 to each honoree as well as a copy of

*Weston: The Forging of a Town* by Thomas Farnam, a history of Weston,, sold by the Weston Historical Society.

Member Toner asked when it would be appropriate to order the coffee mugs that were discussed earlier. It was decided to wait until the next Board meeting to make that decision. It was further decided that they should be available in October.

Recognition those who have worked on the renovation was discussed and tabled to see how much money was actually left at the end of the project.

A gathering to celebrate the re-opening of the library has been discussed before and it was decided to wait until we get closer to the conclusion of the project. At that point, we will coordinate with the Friends.

Chairman Sanborn suggested that we look at the David Edward chairs in the waiting room of the Yale-Bridgeport Hospital. They are being considered for our library. The hospital is located just off the Merritt Parkway at Exit 47.

## NEW BUSINESS

Member Ross asked if there were any programs running this summer to discuss current events. The Senior Center has a discussion of current events through July. Nothing is planned for August.

Member Ross moved to adjourn. Member Jansen seconded. The meeting adjourned at 9:22 PM.

Respectfully submitted,

Anne Hunt  
Secretary

Approved September 13, 2016

### **Director's Report** July 12, 2016

#### *Renovation*

*Library Movers:* The Library movers completed their work a day ahead of schedule. We have received an invoice for the completed part of the move, which Tom has addressed out of the account set up for the renovation.

*Existing shelving and furnishings:* Public Works removed and recycled all of the shelving we are not re-using. Almost all the furnishings we decided not to keep found new homes in other Town departments or at other public libraries. We received lovely thank you notes from the libraries that took furnishings. The remaining shelving was removed from the building on the 20<sup>th</sup>, and is currently stored in a container in the back parking lot. The pieces scheduled to be refinished were picked up on the 17<sup>th</sup>.

*Temporary Library:* Our temporary library is functioning well and patrons have been calling it "cozy." As expected, our circulations have dropped a bit, but foot traffic is steady and people are appreciative that we are open. Staff have been phenomenal in adjusting to the very tight work space.

- *Summer space for regularly scheduled children's programs:* Pamela has had excellent attendance at her music and movement programs up at Norfield. She has reported that Andrew has been more than helpful in making sure the space is clean, accessible, and cool.
- *Gennarini Contract:* The Town and Gennarini have signed the contract. I am now working to make sure all necessary paperwork gets to the State Library.
- There are several additional expenses we expect in conjunction with the renovation (supplies). List to be presented at Board meeting. *Technology*
- Rose has completed the Amazon Wishlist, which has been reviewed by the Technology Committee. If the Board agrees, I would like to make it available for the public and ask the Friends to help us publicize it. The draft can be viewed at <https://amzn.com/w/35ZSOUE8ZUKF1>
- We are currently working on a more general policy that can apply to the entire Makerspace, rather than have separate policies for each piece of equipment. We hope to have that available for review next month.
- The State has informed us that they can no longer fully subsidize the CEN (CT Education Network), which provides our public Internet access. This would result in a charge of approximately \$150/month starting July 1 in addition to the fee we pay for our WiFi. I have discussed this with Craig Tunks, the Schools' IT head. He is aware of the change and I have been told this fee would come out of the Schools' budget. I have also been in touch with the CEN contact at the State Library to insure I am not missing any steps I need to take to maintain our CEN connection through these changes. Our setup here is unique in that we have two different subsets of the CEN serving staff and patrons. I will do my best to stay on top of this as it develops.
- We have ongoing requests for access to Ancestry.com. In our temporary location, this meant working with ProQuest to temporarily change our IP address in their system. This was successfully completed on June 27.

#### *Programs*

- We are maintaining as much of our normal summer programming as possible
- Pamela is continuing with music and movement, storycrafts, children's book group
- The Friends are holding PWYF
- The Library will offer adult summer reading and food for fees

#### *Operations*

- 4<sup>th</sup> Quarter report will be ready for August
- From what has been gathered so far, our circulations dropped slightly in June, but we are still up overall for the year in circulations over last fiscal year.
- Our electronic resources, such as OverDrive, continue to perform well. Use has leveled off, reflecting the current eBook market generally.
- We did encumber some funds from our FY2015/2016 contractual services and building maintenance lines that Tom has indicated might be applied towards staff furnishings. Rick has agreed to review this request. My estimate is that it will be about \$7,200 if it is approved in full.
- Donor recognition
- Barbara Groves has been researching this. Report next month.
- Phones: Due to the limited LAN connections in the temporary office, we only have one phone (the main number at 222-2665) available. Other extensions are being rolled over to this main line, but there have been some issues with this. The Schools' IT is working to address the problem.
- The State Library continues to struggle with funding. CCAR service has been drastically reduced and all libraries and consortiums are being asked to follow new guidelines while a taskforce evaluates the service and determines how best to move forward. Karen Bennett is serving on the taskforce. Overall, Weston is in good shape with no backlog at this time due to Karen's efforts.

□ The State Library has suspended its State Aid Payment for 2017 (this is the approximately \$1,200 we receive for completing the annual survey). We had designated this money for programming going forward, so we will have to take this into consideration when planning our events for the year.