

Weston Public Library Board Meeting
August 2, 2016

PRESENT: Amy Sanborn, Anne Hunt, Amy Jansen, Barbara Groves, Pam Kersey and Director Karen Tatarka

ABSENT: Michael Bellacosa, Lynne Langlois, Denis Toner and Rick Ross

Chairman Sanborn called the meeting to order at 7:52 PM.

TREASURER'S REPORT

In the absence of the Treasurer, there was no report.

SPACE PLANNING

Patricia Montero, PGA, has been on-site checking on the progress of the project. It has been decided to have a meeting every Thursday morning at 8:30 AM to monitor progress.

So far, it has been determined that the duct work needs to be cleaned out and some thermostats need to be replaced. The four zones currently identified do not include the Community Room. Tom Landry said the Town would cover the cost of the cleaning.

It was discovered that the wall in the conference room is a load-bearing wall. This is going to necessitate a change-order and we are currently exploring options. The front door needs to be re-hung and the circulation desk needs to be refinished.

The desk in the Children's Room has been taken out due to the asbestos tiles under the carpet beneath it. The area will be rebuilt with lower shelves perpendicular to the desk.

We have a new furniture vendor, Charlie Cohen of Creative Library Concepts. The carrels are being redesigned because the ones with 3 sides on each of four compartments are too expensive. We might have to use a 2-H arrangement.

Workspace has the furniture which needs to be refinished and reupholstered. Sue from Workspace is creating a price list for this.

Charlie Cohen could not talk to KI (furniture vendor) because they were registered with Workspace. At the moment, he is pricing tables from other vendors.

The Board then reviewed options for carpet and fabrics.

Member Groves moved that with appropriate oversight and input from the Library Building Committee, if the Library Building Committee does not have a quorum and is needs to vote on an item, the Library Board authorizes Chairman Sanborn to vote on behalf of the Library Board related to any such item.

Member Hunt seconded the motion. It passed unanimously.

Director Tatarka reported on the discussions about renting the various coffee machines. Some machines were 17 inches tall while others were 42-44 inches tall. They would accept credit or debit cards as well as cash. We would have to sign a three month contract for the machines. It was the sense of the meeting that she investigate further a Starbucks machine, which is more expensive but probably more desirable for the community.

DIRECTOR'S REPORT

During the month of July, 3,428 items were checked out. This is lower than the usual amount but considering the limited conditions, it was viewed as good.

The upgrade of the WiFi system will cost \$749. Member Kersey moved that we spend up to \$850 to cover the cost. Member Jansen seconded the motion. It passed unanimously.

The Makerspace Policy liability policy will be discussed with Town Attorney Sullivan when she returns from vacation. Revisions were suggested and they will be discussed with the Technology Committee for approval.

Director Tatarka handed out the Fourth Quarter report. The circulation of children's books is up.

Librarian Wilonski has been given more money to purchase more books.

E-book circulation has leveled off and even dropped.

Circulation of down-loadable audiobooks is good. Periodicals are read primarily by the home-bound.

We have had a big increase in One-Click. Transparent language is also up.

Will Lewis has asked if the Library would like him to create a new sign. The sense of the meeting was to ask for a few sketches of possible designs.

Juri Garone has suggested a fundraiser at Sky Zone, which is owned by a Weston family. The sense of the meeting was to investigate it further.

Member Jansen moved to make a donation of \$500 to Norfield Church for all their help this summer.

Member Groves seconded it. The motion passed unanimously.

FRIENDS

Play with your Food was very successful with a good turn-out.

Rose has been developing an Amazon Wish List.

MINUTES

The July minutes were tabled until the next meeting.

OLD BUSINESS

Member Groves briefly discussed donor recognition. From her discussions with various libraries, this is a very important issue. The current trends deal with recognition on Facebook and Twitter. There are software programs available that track the donations.

It was suggested that with larger donations, like the Frank Vitale and Mrs. Greene donations, a plaque would be appropriate.

We could do annual recognition of donations as well.

When the Library re-opens, we will have a special recognition for Librarian Wilonski. It might be appropriate to let her pick some sort of entertainment that would involve the children.

NEW BUSINESS

No new business.

Member Kersey moved to adjourn. Member Jansen seconded. The motion passed unanimously.

The meeting adjourned at 10:30 PM.

Respectfully submitted,

Anne Hunt

Secretary

Approved September 13, 2016

Director's Report

August 2, 2016

Renovation

- Wireless access points for installation after the renovation – I will go over the proposed budget
- We have submitted the last package of paperwork for the State Library in relation to the grant that is required before we can begin requesting reimbursements. This consisted of the contract with Gennarini and documentation related to the bidding process. The State Library has received it and has confirmed that it is complete. We can begin requesting reimbursements when construction is 50% complete.
- Coffee – I received information on several machines that I distributed to the Space Planning Committee for review. 3 are grind and brew, the last uses unique packets (I will bring a sample to the meeting). I will report on one of the grind and brew options I visited at the Farmington Library this weekend.
 - Two vend options: coin or credit/debit. Credit/debit can take gift cards for those who do not have a credit/debit card (teenagers). We can sell them, or they can buy them off-site.
 - Depending on the machine (Starbucks is a premium), coffee would cost between \$1-\$2/cup.

Technology

- Rose is working on a flyer that we can use to market the Makerspace Amazon Wishlist
- Makerspace policy – distributed with Director's report for review. I will work with Attorney Sullivan for any necessary liability waiver.
- I continue to work with Craig Tunks, the head of IT for the schools, regarding the changes to the CT Education Network (CEN). The complexity of our setup has resulted in the State wishing to charge two separate fees (one to the Library, one to the Schools) for continued access. Mr. Tunks is currently in touch with the State and we may need to reconsider how our public Internet access is provided. We are currently running the public Internet off of our Cablevision connection, which formerly only supplied our WiFi, as there were no LAN connections available in our temporary location. This may also be an option for us going forward, but we would need to insure that it does not impact our ability to provide better WiFi for our patrons.
- The 3D printer continues to be used through the summer.
- We will order the 3D scanner that was approved for the FY2016-2017 budget this month.
- Several months ago, the Friends kindly offered to fund a trial of a calendar that we can integrate into our website that will also allow patrons to register for programs. We are currently working with several companies to review their products so that we can make an informed decision. We hope to launch this new service with the re-opening of the Library.

Programs

- The Friends had 64 people at Play With Your Food. They were very pleased with the turnout.
- Pamela is continuing her programs through August, which will be new for the Library. We will monitor how it goes.
- Rose is starting a weekly Pokemon Go meetup group in August. We have had a lot of children playing this game around the Library.

- The Friends take a break from book group and the New Yorker in August. The New Yorker and the daytime book group will be on hold until October, as Diana Loevy will be undergoing surgery. The evening book group will resume in September.
- Food for Fees went well this year, although the response was not as strong due to the renovation. The Food Pantry has a new coordinator, Anne Bigin, and we will work together going forward. She was appreciative of the effort.
- Adult summer reading has had a strong response this year.

Operations

- 4th Quarter report will be distributed at Board Meeting
- State Report – We have received our request from the State Library to complete the annual report. Although we will not receive our grant this year for completing it, libraries are required to complete it by statute, and the State Library does rely on it in order to receive federal funding. There are some new questions included this year, and I will begin working on it shortly.
- DeliverIT – (formerly CCar) Karen Bennett continues to attend the DeliverIT Task Force meetings charged with developing suggestions to help DeliverIT continue to function in the new fiscal environment. I will also be attending a meeting of directors for the three large consortiums (Bibliomation, LION, and LCI) to determine if the consortiums can help manage the flow of materials in any way. The State Library has implemented new rules that went into effect in July to try to manage the quantity of materials being shipped.
- Wil Lewis expressed interest in making a sign for the Library. He is the gentleman who made the sign that is behind the table in the Town Hall Meeting Room.
- Fundraising opportunity – Juri Garone, who works at the High School Library, is working on public outreach with Sky Zone (trampoline park in Bethel and Norwalk) this summer. Sky Zone is owned by a Weston family who likes to give back to the community. They may be interested in hosting a day where the Library would receive a portion of the proceeds to help fund something, perhaps the Children's room iPads and AWE station.