

## Weston Public Library Board Meeting July 7, 2015

PRESENT: Lynne Langlois, Harriette Heller, Barbara Groves, Rick Ross, Pam Kersey, Michael Bellacosa, Anne Hunt and Director Karen Tatarka

ABSENT: Chairman Amy Sanborn and Denis Toner

Vice Chairman Michael Bellacosa called the meeting to order at 7:48 PM.

### SPACE PLANNING

Director Tatarka summarized a Space Planning Report for the Board. The Committee has been working on a budget and finalizing the Contract with Peter Gisolfi Associates. Director Tatarka and Chairman Sanborn have met with Tom Landry. We won't have a design plan until the contract has been finalized and signed.

The window and wall remediation will be handled by Cardno and the division of expenses has been under discussion. The shelving is also being assessed as to whether or not it can be re-used.

The fire alarm and sound system specifications are being examined to see who will be supervising the work: PGA, the Town or a General Contractor. Michael Tribe and Chairman Sanborn have been discussing these issues.

The Building Committee met June 10 and has come to the consensus that the construction project will not begin until next year. How to split the cost of the construction and who is responsible for the various projects are still to be determined.

Michael Tribe will be coming to the Board meeting in August to discuss construction plans.

The State Bond Commission did not meet in June and may possibly not meet again until September. First Selectman Weinstein has contacted state representatives to ask for them to support that we be on the next agenda.

### AUTHORIZATION OF CONTRACT SIGNING

A motion was presented for the Board to authorize Denis Toner, Treasurer, and Amy Sanborn, Chairman, to sign Phase II of the contract with Peter Gisolfi Associates on behalf of the Library Board after the Space Planning Committee, the Town Attorney, the Town Administrator and the Building Committee agree it is appropriate. Member Ross moved to accept the motion. Member Kersey seconded it. It passed unanimously.

### TREASURER'S REPORT

No report at this time.

### DIRECTOR'S REPORT

Director Tatarka sent a Director's Report out to the Board via e-mail before the meeting.

Zoe Howard sent a thank you note for her book.

There have been a few donations over the past month.

The Children's Book sale earned a small amount of money.

In order to get access to an on-line form which would be attached to the Library website would cost between \$200-300. Adobe has a program which would only cost \$45. Director Tatarka was authorized to investigate it.

The Roku Policy was discussed and the consensus was to accept it. Amazon Prime and TED were suggested additions. Member Groves moved to accept the policy as amended. Members Kersey and Ross seconded. The motion passed unanimously.

## PROGRAMS

Vice-Chairman Bellacosa announced that he hasn't been able to confirm a date for the astronomy program in the fall.

The Friends would like to continue the New Yorker program. As yet, they haven't presented a budget as to how to reduce the cost of the program. It has been suggested that they help with set-up and clean-up.

## MINUTES

Minutes for June will be postponed until August.

## OLD BUSINESS:

None

## NEW BUSINESS

None

Member Kersey moved to adjourn. Member Ross seconded. The motion passed unanimously. The meeting adjourned at 8:22 PM.

Respectfully submitted,

Anne Hunt  
Secretary

Approved August 4, 2015

## **Director's Report**

July 7, 2015

### *Operations*

- A brief power outage resulted in a malfunction and loss of data on our people counter. Circulations for June were 3,753 and an estimated gate count based on this figure and previous gate counts is 6,201.
- The 4<sup>th</sup> quarter report for FY2014-2015 will be ready for the August meeting.
- Last month, we discussed the possible need for security at programs hosted at the Library and how the room use form could be adapted to an electronic format to facilitate this process. Our web designer would charge between \$200 and \$300 to set up an online form. Adobe Professional is \$45 through TechSoup, and could also be made available for the public when not in use by a staff member.
  - I am in favor of purchasing Adobe Professional. The Library's budget can cover the expense as a subscription service.

### *Technology*

- Rose has begun offering one-on-one sessions with the 3D printer by appointment. Several middle school and high school aged students have been in to use it to print everything from iPhone cases to components to modify a bicycle to accommodate a prosthetic.
- We have purchased the Roku and Rose has suggested Hulu Plus to enhance our small collection of TV series. She will also load popular free channels.
  - Before we can begin loaning the Roku, the Board needs to review the policy, which Rose created based on our eReader policy.
- I will be meeting with the school's IT department this month to discuss the Library's technology needs going forward now that the schools will be providing that service for the Town departments.

### *Budget*

- I have submitted a request to encumber \$684, which is available in our Building Maintenance line, to provide one additional refurbished computer and a refurbished laptop.
  - It is not possible to support both the Library's programming schedule and the 3D printer with one laptop. We are requesting a refurbished laptop so that we can continue both services.
  - As I mentioned last month, we are experiencing a high failure rate with our public Internet computers. The replacement schedule we had proposed with our budget package was deferred for two years, but will be supported in FY2015-2016. We will still be a year behind in replacements. The refurbished computer will allow us to continue to provide the existing level of service.

### *Renovation*

- I have been working with National Library Relocations, Inc. and William B. Meyer, Inc. to get estimates for moving the collection during the renovation.
  - We will have pricing options for: off-site storage, storage at the schools, storage in pods, assistance with setting up the community room with shelving for a temporary location, and other levels of moving assistance from which the Board may choose what is appropriate for this project.
- A representative from the Correctional Enterprises of CT will come to the Library in mid-July to look at the furniture that needs to be reupholstered and refinished to give us an estimate on those services.

### *Programs*

- Our weekend librarian, Deanna, organized a children's book sale in June featuring popular titles and series. It brought in \$225 in sales.
- Joy's Summer Reading Kick Off picnic was a success and parents and children have responded positively to the increased selection of summer reading materials and the new organization of the materials. Joy and Karen Bennett worked diligently to make sure summer reading got off to a strong start.
- Joy will be offering her summer crafts and Lunch Bunch programs beginning in July.
- We will offer our Adult Summer Reading program again this year during the month of July.
- The Library will offer its second Food For Fees program during the week of July 13.