

Weston Public Library Board

Regular Meeting

Tuesday, April 3, 2012

7:45 PM, Library Conference Room

Present: Library Board members Michael Bellacosa, Anne Hunt, Lynne Langlois, Ellen Mason, Sherry Pallay, Amy Sanborn, Denis Toner; Director Karen Tatarka
Absent: Joan Henderson

Meeting called to order by Chairman Amy Sanborn at 7:50 PM.

The meeting began with a motion put forth by Member Langlois to elect Member Pallay for the Secretary position. Treasurer Toner seconded the motion. The vote was unanimous.

Treasurer's Report:

- A full report by Treasurer Toner will be given next month.
- The Library received a check in the amount of \$1200 from the State of Connecticut for completing the annual State survey. An amount of five hundred dollars was paid to cover the expenses for the classical concert that was hosted by the Board.
- Vitali Bequest: The sale of the Vitale house is under contract; however the timing for the distribution from the Vitali Estate is not known.

Endowment Fund:

- Treasurer Toner stated that he is exploring options for managing the Endowment Fund.

Budget:

- The Town Annual Budget vote is scheduled for tomorrow. Karen was given thanks for all of her work on the budget.

Director's Report:

- Library hours will be extended from 5 to 6 pm on Monday and Tuesday starting in the fall. Director Tatarka chose these dates by analyzing daily patron use of the library. Staff hours will be staggered to cover the changes. A decision will be made in December to determine whether this should be a permanent change.
- The Homebound Book Delivery Program documents have been approved by the lawyers. Director Tatarka will advertise the program with flyers to relevant groups such as the senior center, and media publicity.
- The Library received the new projector, donated by the Friends.
- The town attorney approved the contract with Fax24. They are being hired to provide and maintain a fax machine at the library for a trial period of six months.

- The exterior door sensors will be installed with funding from the capital budget.
- The Town has agreed to fix the furnace.
- Director Tatarka will explore whether the fire alarm system should be replaced or serviced because it continues to malfunction. She will also explore the procedure for replacement should that be necessary. Chairman Sanborn suggested that the work be completed prior to June 30.
- The gate count for April was 5043, an increase from 4278 in March. The facilities use by outside groups was 44, up from 33. There was an increase in requests for help with ereaders.
- The staff have attended three Bibliomation meetings and two free webinars.
- Director Tatarka will explore the following improvements to the Library: website design possibilities, mobile applications and Steelcase MediaScapes furniture.
- The Board discussed the use of the second Conference Room as a collaborative meeting space.
- Director Tatarka stated that Joy would like to have a budget for the children's programs and she hopes that this will be considered in the future.
- Evergreen will be updated this weekend without disruption to the Library.
- Director Tatarka presented the Third Quarter, and Year to Date Budget reports.

Technology Planning:

- The Technology committee will meet to discuss future purchases. A replacement schedule for the computers will be on the agenda.

Policy:

- Director Tatarka presented revised forms of the *Application For the Use of Community or Conference Room* and, *Policy on Use of Community and Conference Rooms*. Additional revisions were made by Board members Langlois, Mason, Toner and Sanborn. A motion was put forth by Member Mason to accept the forms as amended. Member Langlois seconded the motion. The vote was unanimous.
- Member Langlois put forth a motion that the Board approve the purchase of four conference room tables to replace the old ones at a maximum cost of \$450. Chairman Sanborn seconded the motion. The vote was unanimous.

Friends:

- The Friends have agreed to take an active role in the Charles Keating event. The Board will also offer their support. Director Tatarka has met with Mr. Keating and will continue to coordinate efforts. Tickets will be \$20. The profits will be directed towards technology purchases for the Library.

Minutes:

- A motion was put forth by Member Mason to approve the March 6, 2012 minutes. Member Langlois seconded the motion. The vote was unanimous.

Old Business:

- Astronomy: Sixty-eight people attended the Astronomy program. Member Bellicosa will set another date with Dr. Kevin Manning since the event had an excellent turnout and viewers showed interest.
- Coffee: Member Mason will meet with the coffee committee to officially end discussion of this topic.

New Business:

- Chairman Sanborn will contact staff at Weston High School to discuss the presentation of the Ella Gifford Award.
- Chairman Sanborn suggested that a Board subcommittee be formed to plan for a celebration event in honor of the 50th Anniversary of the Library.

On a motion by Member Langlois, seconded by Chairman Sanborn, the meeting was adjourned at 10:20 PM.

Respectfully submitted,

Sherry Pally
Secretary