

Weston Public Library Board
Regular Meeting

Tuesday, December 4, 2012

7:45 PM, Library Conference Room

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

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

A motion put forth by Anne Hunt and seconded by Joan Henderson to approve the Library Board meeting dates for calendar year 2013. Our next meeting is set for January 3, 2013.

Chairman Sanborn reviewed highlights from the Association of Connecticut Library Board conference she attended last month.

Treasurer's Report:

- Treasurer Toner reviewed the first quarter Treasurer's Report. Member Henderson put forth a motion, seconded by Member Hunt to approve the report. Motion passed unanimously.
- Member Toner will continue to explore insurance options to cover money held by the Board.
- If the Vitali Bequest is finalized this month, Member Toner will invest it in a conservative, liquid fund until further decisions are made.

Budget

- Director Tatarka reviewed the Library Budget report. The Board agreed with all of her recommendations. Overall, she did not make significant changes, but an important request is that part time hours for Library staff should to be increased so that when a staff member goes on vacation, there is adequate coverage.

Directors Report:

- The gate count for September increased from 4446 to 5744 and facilities use by outside groups decreased from 41 to 33 during the month of November.
- The Library stayed open during Hurricane Sandy for an additional 15 hours on the weekends at no cost to the town. Director Tatarka recommended that contingency plans be made for cleaning the bathrooms during future storms.
- The annual fire inspection took place in October. The manual door props on the doors leading into the Community Room were not compliant with fire code so Director Tatarka is working with the alarm company to have them tied into the alarm system. The Town is paying for this modification. All other violations were corrected.

- The Norwalk Camera Club donated its time to install an HDMI connection for the projector at the back of the stage.
- Director Tatarka, Member Langlois and Member Pallay met with Creative Library Concepts to review their products for a future Library space design plan.
- Director Tatarka noted that the fire alarm should be serviced because it self triggers.
- Art books were donated by Patricia Heifitz from the Library of Paul Heifitz in memory of her husband.
- The shifting of the non-fiction books was completed.
- National Games Day coincided with the storm and 75 people took part in the activities. Thirty-one people attended family bingo.
- Director Tatarka purchased a Play Station 3 for the Library to replace the broken DVD player.
- The CT State Report was completed and submitted so the Library will be receiving \$1200 from the state.
- Karen reviewed the First Quarter Report FY 2012 – 2013.
- Director Tatarka reviewed the internal town budget running report.

Technology Planning:

- A motion was put forth by Chairman Sanborn and seconded by Member Hunt to approve up to \$1100 for digital signage. Motion was approved unanimously.
- The Kindle Fire is in circulation. Check out of e-readers has gone down. Director Tatarka will buy a several new book titles for the e-readers to increase patron interest.
- Director Tatarka will meet with the technology committee in December or January to discuss plans to redo the Library website.

Friends:

- Member Pallay reviewed several recent and planned activities including a War of 1812 program that the Friends will cosponsor with the Weston Historical Society.

Election of Officers:

- On a motion by Member Henderson, seconded by Member Toner, Sherry Pallay was unanimously elected to continue as Secretary; on a motion by Member Henderson, seconded by Member Hunt, Michael Bellacosa was unanimously elected to continue as Vice Chairman; on a motion by Member Hunt, seconded by Member Henderson, Denis Toner was unanimously elected to continue as Treasurer; on a motion by Member Toner, seconded by Member Pallay, Amy Sanborn was unanimously elected to continue as Chairman.

Minutes:

- A motion was put forth by Member Sanborn and seconded by Member Hunt to approve the September minutes as amended. The vote was unanimous.

On a motion by Member Sanborn, seconded by Member Hunt, the meeting was adjourned at 10:35 PM.

Respectfully submitted,

Sherry Pallay
Secretary