

Weston Public Library Board  
Regular Meeting

Tuesday, June 4, 2013

7:45 PM, Library Conference Room

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

Absent: Richard Ross

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

Treasurer's Report:

- Member Toner reviewed the Funds Activity Report for the fourth quarter. A motion was put forth by Member Langlois and seconded by Member Henderson to approve the Funds Activity Report. The vote for approval was unanimous.
- In view of the Vitale Bequest, Member Toner will explore insurance coverage for Board members.

Endowment Fund:

- After discussion with Pat Sullivan, Member Sanborn reported that the Library is constrained by the same investment guidelines as the Town.
- Member Toner will redraft the *Investment Policy Statement* and present it to the Board at the July meeting.

Ella Gifford Award:

- The Ella Gifford Award was presented to Weston High School student Erika Lynn Da Silva at the awards ceremony.

Space Planning:

- Member Sanborn presented for discussion a recent Library Construction Grant Program that has become available from the State of CT for non-distressed communities. This program provides grants for public library construction projects that create usable space (i.e. new buildings, additions, and renovations - known as Category 1 grants), and for projects that improve existing space (i.e. handicapped accessibility, correcting building and fire code violations, remodeling to accommodate new technologies, and energy conservation - known as Category 2 grants). In order to apply for the grant, a *Notice of Intent* form was due on June 3. Due to the short deadline, several members of the Board met in an emergency session on May 30th to discuss and subsequently approve the filing of a *Notice of Intent* for a Category 2 grant. The group requested funds for new windows, a raised floor, electrical wiring, overhead lighting and expansion of the patio.

After considerable discussion at the present Board meeting, it was agreed that the initial request should be amended to only include replacement of the windows. Since September 1 is the date for the final grant deadline and we are only in the preliminary stages of our space-planning project, the Board felt that we do not have sufficient time to make an informed decision about specific improvements to the interior space. Replacing the windows would not interfere with any future design to the internal physical space.

- Strategic planning was discussed at length. Board members offered their opinions about whether or not we should hire an outside consultant to do a strategic plan and what the best vehicle would be to solicit opinions from the community concerning improvements to and plans for the Library. Additional discussion will resume at the July Board meeting.

#### Technology Planning:

- After a discussion, a motion was put forth by Member Hunt and seconded by Member Henderson to allow Director Tatarka to give the Website Design Prospectus to two companies: Fredi B. Design and Websites For Libraries. The vote for approval was unanimous. Director Tatarka will report back to the Board when the proposals and quote for services are received.

#### Policies:

- After a discussion, final amendments were made to the *Collection Development Policy* and *Statement of Concern*. A motion was put forth by Member Langlois and seconded by Member Hunt to approve the documents as amended. The vote for approval was unanimous.

#### Directors Report:

- The CT legislature has passed a law requiring publishers to offer electronic books for sale at a reasonable cost to libraries.
- The fire code violations have been resolved and the outside doors were connected to the alarm system. The electrical work has been completed.
- Director Tatarka will explore the cost of a panic button for the Library.
- Several student volunteers are helping to fix the database and catalogue errors.
- The Library Summer Reading Kickoff is planned for June 21 and the Adult Summer Reading Program will start on July 1.
- Member Toner has offered to donate the cost for the services of an artist to create a line drawing of the library to be used as a future library logo. The first use will be for thank-you cards.
- The Library staff was trained on the defibulator and took a CPR class this month.
- To keep up with changes to the state database, the staff took a webinar in order to best guide patrons towards appropriate reference collections.
- Director Tatarka and staff member Karen Bennett went to the first Edge Initiative webinar.
- The gate count decreased from 5048 to 4933 and use by outside groups decreased from 40 to 34 this month.

Programs:

- After discussion, it was decided that the program “Library Mini Golf” was too expensive for the Board to host.
- Consideration will be given to presenting the “Great Decisions from the Foreign Policy” program in the winter months.
- Member Bellacosa will confirm a November date for the Astronomy program.

Friends:

- Member Pally reviewed present and future scheduled programs.

Minutes:

- A motion was put forth by Member Groves and seconded by Member Langlois to approve the April Minutes as amended. The vote for approval was unanimous.
- A motion was put forth by Member Groves and seconded by Member Langlois to approve the May Minutes as amended. The vote for approval was unanimous.
- A motion was put forth by Member Groves and seconded by Member Langlois to approve the Special Meeting Minutes from May 30th. The vote for approval was unanimous.

Old Business:

- Chairman Sanborn reported that according to Pat Sullivan, the guidelines in the Library Bylaws concerning the election of officers must be changed to coordinate with the new Town Charter election policy. Election will now take place in January.

New Business

- Member Groves suggested starting a Library award for a student in honor of Franc Vitale. Several members suggested that the students receive an abundance of awards and the Ella Gifford award was already in place. Since Mr. Vitale was an avid gardener, a daffodil garden in his honor will be planned for this Fall.

On a motion by Member Langlois, and seconded by Member Hunt, the meeting was adjourned at 10:15 PM.

Respectfully submitted,

Sherry Pally  
Secretary