

Weston Public Library Board
Regular Meeting

Tuesday, September 3, 2013

7:45 PM, Library Conference Room

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

Absent: Michael Bellacosa

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

Treasurers Report:

- Member Toner reviewed the Fourth Quarter Report, which included the cash flows from the Vitale Bequest.
- A motion was put forth by Chairman Sanborn and seconded by Member Ross to approve up to \$30,000 to the law firm Cohen and Wolfe for their work on the Vitale Estate. The vote for approval was unanimous.

Endowment Fund:

- No news to report.

State Grant Status:

- Director Tatarka reported that the Selectman re-visited the possibility of applying for the recent State Grant. As part of the application process, the town would have to spend approximately \$5000 to study the windows. Given this cost and the conclusion that it is unlikely we would be selected, it was decided not to proceed. Since the windows are fully functional, there will be no negative impact on patron services if we delay window replacement at this time.

Space and Strategic Planning:

- Director Tatarka presented a Community Needs Assessment proposal for the Board to review prior to our next meeting. The community needs questionnaire pertains to services rather than space planning. The plan is to distribute the questionnaire throughout town and gather a focus group of approximately 15 to 20 representative town groups in order to gain community input. In addition, Director Tatarka will explore whether organizations in town would be willing to send the questionnaire to their readership. It will also be presented on the Library website. Member Groves suggested that some questions be worded so they serve an additional purpose of alerting the public about our services.
- Member Langlois will ask Suzanne Harris whether she could lead a focus group to explore public opinion about the Library as part of the Community Needs Assessment project.

- Member Ross will assess whether Microsoft Excel would be a useful tool for summarizing the data gleaned via Survey Monkey from the Community Needs Assessment.
- Space planning was discussed. Member Hunt reported that the committee is not ready to make recommendations but has met with three potential candidates. The committee will meet in the coming month and expand the wish list.

Technology Planning:

- Director Tatarka and staff member Karen Bennett met with Fredi B Design to discuss the website design. Fredi B will submit a first draft in the next couple of weeks.
- Staff member Karen Bennett attended two workshops on Wordpress, the software program that will be incorporated into our website.

Policies:

- Director Tatarka will review the Library Use Policy. The rest of the policies are up to date. Director Tatarka suggested that we review our policies every three years.

Directors Report:

- The gate count decreased from 5961 to 4543 and use by outside groups decreased from 25 to 15.
- Director Tatarka has reviewed the statistics for electronic resources and dropped Universal Class. Atomic Training will be added as a new resource in October.
- Staff member Joy has started her Story Hour programs for the year. Touch a Truck is scheduled for September.
- A new art exhibit entitled “Crossing Borders” is being displayed in the community room.
- The old card catalogue will be auctioned in October.
- The Fiftieth Anniversary Program starts on October 19 with a performance by Charles Keating and family.
- Director Tatarka has found a jobber who will take the LP collection.
- Congratulations to Director Tatarka for taking the position of Flag president.

Programs

- The Astronomy program is scheduled for November 15.
- Chairman Sanborn reported that the Anniversary committee is continuing to explore possible events for the coming year. In addition, she made the request that if any Board member is able to assist the Friends with hors d’oeuvre for the various events that are scheduled during our anniversary year, they should contact Lisa Pesco or Amy Schwab via email.

Friends:

- The Friends did not meet in August.

Old Business:

- Member Langlois will coordinate the fall planting of approximately 1000 daffodils by Weston Gardens on the Library property in honor of Franc Vitale. A motion was put forth by Member Groves and seconded by Member Hunt to approve up to \$2000 for this project. Member Langlois will contact the Beautification Committee to determine whether we need approval by the Selectman to proceed.
- Member Groves reintroduced the idea of using some of the Vitale money for a Weston High School scholarship but after some discussion, it was decided that one scholarship from the Library was sufficient at this time.

Minutes:

- A motion was put forth by Member Ross and seconded by Member Langlois to approve the June Minutes as amended. Members Groves, Sanborn and Toner abstained. The vote for approval was otherwise unanimous.

On a motion by Member Ross, and seconded by Member Langlois, the meeting was adjourned at 10:30.

Respectfully submitted,

Sherry Pallay
Secretary