

Weston Public Library Board
Regular Meeting

Tuesday, September 4, 2012

7:45 PM, Library Conference Room

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

Meeting called to order by Chairman Amy Sanborn at 7:55 PM.

Treasurer's Report:

- Treasurer Toner presented the fourth quarter and summary reports for the fiscal year 2011-2012. A motion was put forth by Member Hunt, seconded by Member Langlois to approve the reports. The vote was unanimous.

Endowment Fund:

- The Board discussed progress related to the disposition of the Vitale estate assets.
- Member Langlois suggested that the Board approve money to plant a mass of daffodils on the hill beside the Library to honor Mr. Vitale's generosity since he was an avid gardener.
- Chairman Sanborn distributed *Endowment Policy* and *Short Term Funds Policy* drafts to the board members for review. The goal is to have a financial strategy that will balance the near term liquidity requirements with the long-term interests of the Library.
- Director Tatarka and Treasurer Toner will explore liability insurance to cover the Board's management of Library funds.
- Given the recent Vitale bequest, a design committee consisting of members Bellacosa, Langlois, Hunt, Pallay and Director Tatarka will begin to explore ideas and options for improving the interior space of the library. It was agreed that all decisions should be consistent with Director Tatarka's vision for the Library space.

Policies:

- Chairman Sanborn distributed a *Guidelines for Accepting Donations* draft to the Board members for their review. She suggested that we explore the cost of offering credit card payment or Pay Pal on our website for patron donations. It was agreed that any procedure we adopt should be easy for patrons to use.
- Pat Sullivan reviewed the Bylaws and stated that they are still relevant and in good order. In light of this, a review of the Bylaws will be postponed for a later date.

Director's Report:

- The boiler and hot water heater were replaced this summer and all heating systems are now on natural gas. The eaves were painted during the summer months. The water fountain is flowing smoothly after being cleaned. The ducts will be cleaned in the next few weeks. Director Tatarka will evaluate the cost of fixing the eaves, which are sagging.
- Library hours will be extended to 6pm on Monday and Tuesday starting next week. The staff will stagger their hours so no additional staffing costs will be incurred. An evaluation will be done in December to determine whether the extended hours are useful to patrons.
- Two new computers with direct access to ReQuest and iCONN were installed at the front desk. This will make it easier for the librarians at the front desk to answer reference questions and locate books at other libraries.
- Ancestry.com was purchased and installed for use in house only.
- The reorganization of the nonfiction collection is near completion. This has freed up crucial shelf space and made it possible to put study carrels against the back wall.
- The Library hosted several movie screenings over the summer; approximately 35 people were in attendance at each. Touch a Truck is scheduled for September 15 at the Public Works Garage at no expense to the Library. Future events will include a National Game Day in November and World Book Night in April.
- The Library will have free internet access through the Connecticut Education Network. The connection will be independent from the town network
- Director Tatarka reviewed her fourth quarter and annual reports. It was noted that circulation statistics were the same as last year and 492 new patrons were given library cards.
- Director Tatarka will explore Freegal Music and Zinio. Freegal would allow patrons to download songs and Zinio would allow patrons to download current magazines for free.

Technology Planning:

- The *Interim Technology Plan*, *Technology Plan* and *Technology Plan Executive Summary* reports were reviewed and final revisions were made. A motion was put forth by Treasurer Toner, seconded by Member Hunt to approve the reports as corrected. The vote was unanimous.
- The Technology Committee will make final recommendations concerning the purchase of digital signage over the next month. The money raised by the Charles Keating event will be used towards this purchase.

Minutes:

- A motion was put forth by Member Bellacosa, seconded by Chairman Sanborn, to approve the May minutes, as well as the June minutes as corrected. The vote was unanimous.

New Business:

- Diedre Doran has offered to schedule a classical concert for September 30. Member Hunt will be responsible for publicity. A motion was put forth by Chairman Sanborn and seconded by Member Langlois to approve up to \$700 for the event.

Old Business:

- The next astronomy event will be planned for Fall 2013.
- A Technology speaker will be postponed until further notice.

On a motion by Member Sanborn, seconded by Member Bellacosa, the meeting was adjourned at 10:05 PM.

Respectfully submitted,

Sherry Pally
Secretary