

Weston Public Library Board Meeting
November 1, 2016

PRESENT: Chairman Amy Sanborn, Anne Hunt, Pam Kersey, Denis Toner, Lynne Langlois, Michael Bellacosa, Barbara Groves and Director Karen Tatarka

ABSENT: Rick Ross and Amy Jansen

Chairman Sanborn called the meeting to order at 7:48 PM.

TREASURER'S REPORT

Signature cards are in the works. A check for \$600,000 is being cut for the Town as soon as the signature cards are finalized.

Treasurer Kersey questions if we need an audit since we are changing treasurers. Director Tatarka will check with Rick Darling to see if this needs to be done.

SPACE PLANNING

At the last Library/Building Committee meeting, a change order to encapsulate the pipes in the staff office was requested.

Tables are due to arrive November 28. Charlie was able to speed the delivery date. Most of the furniture has been delivered. Shelving is coming November 28 as well.

The collection is due to arrive on December 5 from Emmanuel Church. The collection currently in the library is being moved out of the Community Room into the Children's Room November 17 and 18.

Member Langlois got a quote for cleaning the bathrooms. Stanley Steemer would charge \$140 for steam cleaning only. Triple S would charge \$444 and do a more thorough cleaning. It was the sense of the meeting to contract Triple S for the cleaning. We could consider coloring the grout if it doesn't meet our expectations. It would cost another \$400 to paint both bathrooms. If Tom Landry can find funds to replace the toilets, he will.

The septic system has been cleaned. It required considerable snaking.

The budget committee will consist of Members Langlois and Kersey, Chairman Sanborn and Director Tatarka. Member Toner will be an outside advisor, if needed. They will try to formulate a capital budget before November 14.

DIRECTOR'S REPORT

Director Tatarka received a donation for a large format monitor. A wish list has also been placed on Amazon and she has been handing it out to anyone who asks for it.

The concert by the Karkowska Sisters scheduled for December 10 will be discussed at the next weekly progress meeting. If the Community Room is under construction, it will have to be postponed and rescheduled for January.

At the Selectmen's meeting on Thursday, approval of the new Children's Librarian is on the agenda.

Director Tatarka has just finished the State report.

She handed out the First Quarter Report. Periodicals weren't tracked because there was no place to keep them. Ancestry is still doing well. Hoopla usage is up.

Gate count could not be tracked during renovation.
Director Tatarka will pull the statistics for the budget.

FRIENDS

The Friends did not meet last month.
A World War II program is currently running.
The moderator for the New Yorker group will hopefully be back next month.

MINUTES

Member Kersey moved to accept the minutes from the October 4 meeting. Member Toner seconded. The motion passed unanimously.
Member Groves moved to accept the October 17 Emergency Meeting. Member Toner seconded. The motion passed with Member Kersey abstaining.

OLD BUSINESS

Member Langlois reported that the daffodils have be ordered and should arrive this week. Because of the late order, she got them at a 30% discount. The Beautification Committee gave between \$250-300 towards the purchase. The total cost will be about \$1,200. The Garden Club will pay for the planting. Member Groves reported on donor recognition plaques. She also sent an e-mail with the verbiage for Mrs. Greene's plaque.

At the December 6 Board meeting, we will discuss details for our re-opening celebration. There will be a small ceremony with state officials and the state librarian. Director Tatarka will find out who should be included in this group. The Grand Re-Opening Celebration for the public will be in January, 2017. The Children's Librarian will work on special events for the children.

Also at the next meeting, we have to present the calendar for meetings in 2017.

Member Kersey moved to adjourn and Member Langlois seconded. The motion passed unanimously. The meeting adjourned at 9:27 PM.

Respectfully submitted,

Anne Hunt
Secretary

Approved Feb. 7, 2017

Renovation

- Coffee – The Starbucks machine that the Board selected is scheduled to be installed the third week of November.
- Security Solutions has nearly completed all of the work to bring our existing fire alarm system up-to-date. We are waiting on the additional smoke detectors the fire marshal requested.
- The technology experts from our consortium, Bibliomation, are scheduled to come on November 4 to install all of the WiFi access points, the POE switch, and begin re-installing the public computers. This is being coordinated with the schools in case Bibliomation needs any support while they are here.
- On November 7, we will begin working with the school's IT department to relocate staff computers and phones.
- Shelving – we have an install date of November 28. Installation will take about one week, which brings us to Dec. 5 as a potential date to have the movers return the collection to the building. I am investigating the cost/feasibility of doing a temporary move of our temporary collection to the Children's room with our moving company.
- Sliding Doors – The doors required a service call for a malfunctioning sensor. While the technician was here, Gennarini consulted with him regarding any adjustments that need to be made to accommodate the new porcelain tile.
- The cushions for the original chairs we had re-upholstered through Triple S have arrived as has the first shipment of furniture ordered through Creative Library Concepts. Creative Library Concepts will install the furniture when we are ready.

Technology

- We received the Weston Education Foundation Grant in the amount of \$1,500. Thank you to Rose for her vision of what services the Maker Space should provide. The money will be used to purchase items from the Amazon wish list Rose compiled.
- We received an additional donation for a large format monitor, which was also on the Amazon wish list. This was in the form of a check, which I will deposit in the Board's account, and will then give the Board the bill for payment.

Programs

- The Karkowska Sisters Duo is booked for Dec. 10 at 3pm. Should we revisit this date?
- The Friends are partnering with the Historical Society on their WWII program series. This series has had two programs so far. The documentary screening on Oct. 19 had about 11 in attendance, and the first lecture on propaganda on Oct. 26 had about 25. The Historical Society is anxious to have these programs return to the Library.

Operations

- State annual report is complete.
- 1st Q report will be distributed at the meeting.

- Interviewing for the Children's and Teen position is complete. I have extended an invitation for the front runner to attend the Board of Selectmen meeting on Thursday, Nov. 3, as under the current administration, all candidates for Town positions must be approved by the Selectmen. I have received confirmation that the candidate will attend that meeting.