

Weston Public Library Board
Regular Meeting

Tuesday, November 12, 2013

7:45 PM, Library Conference Room

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

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

Chairman Sanborn announced that Member Pallay will be resigning from the Board in December 2013.

Treasurer's Report:

- Treasurer Toner reviewed the First Quarter Report. On a motion by Member Langlois and seconded by Member Ross, the *Treasurer's Report* was approved.

Endowment Fund:

- Treasurer Toner reported that Pat Sullivan has advised that \$350,000 from the Vitale Bequest should be kept in reserve for some period of time, most likely more than a year.
- Member Toner is working on an *Investment Policy Statement* that will be presented to the Board in the coming months. He will also report on the cost of investment insurance at the next meeting.
- This past month, Member Langlois coordinated the planting of bulbs on the grounds of the Library in honor of Franc Vitale. She received approval from the Beautification Committee in order to proceed with the project.

Budget

- A Budget Review Schedule 2014 –2015 was given to the Board members for their review and was discussed. Next week, Chairman Sanborn, Member Langlois and Director Tatarka will meet to discuss the Library budget.

Astronomy Program

- The Astronomy program, scheduled and coordinated by Member Bellacosa, is set for November 15. Chairman Sanborn coordinated the program with the schools and will purchase refreshments for the event. Members Hunt and Director Tatarka coordinated publicity.

Space and Strategic Planning

- After discussion and review, Board members voted to approve the *Community Needs Assessment and Strategic Plan*, as well as the *Community Survey* as amended. The vote, put forth by Member Ross and seconded by Member Langlois, was unanimous.
- Director Tatarka asked the Board to identify members of the community who could participate in the Community Committee focus groups. She will also get a list of recommended names from the Friends and Library staff. Chairman Sanborn suggested including a student in the group. Chairman Sanborn, Member Langlois and Director Tatarka will meet in the coming weeks to finalize a list of first and alternate choices for

approval by the Board. The idea is to have a representative sample of members from various town community groups. It was decided that Library Board and Library staff members should not be present during the focus groups.

- The Community Survey will be made available in print and online for two weeks. Director Tatarka will list the survey on the Library website, publicize it in the Weston Forum, make it available at Town Hall, the Senior Center and Town Hall Annex, and post it on social media. She will ask the Friends of the Library to send a link to the survey via their email distribution list, as well as asking the nominated members of the Community Committee to share it with their respective groups. Chairman Sanborn will ask Dawn Egan if she can distribute it to her email list of Weston residents.
- Member Ross will review Survey Monkey to determine whether it is an efficient tool for collecting responses from the *Community Survey*. Member Langlois will confirm with Suzanne Harris that she is still available to be a facilitator for the focus groups. She will also inquire as to how a focus group report will be generated.

Technology Planning:

- Fredi B designed a new website home page which was presented to the Board. The members were requested to send suggestions for any changes to the website home page by Thursday at noon via email. The changes will be reviewed by the Technology Committee and Director Tatarka and then given to Fredi B.

Director's Report:

- The gate count increased from 4543 to an all time high of 7366 for the month of November. Community room use by outside groups increased from 15 to 39.
- The Fairfield County Mine Craft event was attended by 20 children. Given the positive reviews by those in attendance, it will also be included on the program during International Games Day.
- Director Tatarka submitted the *FLAG Annual Report* and *CT State Report*. She will submit the *Library's Annual Report* this week.
- Staff member Joy Beckwith had a successful Halloween party for the summer reading group.
- Staff members Joy Beckwith and Nancy Lincoln's anniversary luncheon is scheduled for December 6 at 1pm.
- Tom Landry has approved the purchase of a panic button for the Library that will be tied to the communication center.
- After a Board discussion, it was agreed that all monies collected from donated books on sale in the lobby, as well as cash received for submitting the *CT State Report*, will be earmarked for programming. Director Tatarka will distribute these monies as specific programs are proposed. Treasurer Toner will create a separate account, held by the Board, for this fund.
- Director Tatarka reviewed the *First Quarter Report* and *Library Funds Activity Report* with the Board.
- Director Tatarka reported that the scheduling for the Community Room is difficult because there are many more groups requesting space than can be accommodated. Furthermore, she expressed the idea of using a software package to schedule hours.
- Director Tatarka reported that volunteer hours have doubled. Although the Library could use more student volunteers and student requests to volunteer are frequent, there is not enough staff time to train additional students.

Friends:

- The Fiftieth Anniversary celebration kick off took place on October 19 with a performance by Charles Keating and family. Member Pallay reported that it was extremely well received and over 80 people were in attendance.
- Member Pallay reviewed the New Yorker Program that is being hosted by the Friends. At the Friends request, she asked whether the Board would be a third partner in funding the program for another six weeks. In addition to the Friends of the Library, the Friends of the Senior Center will also be contributing funds. A motion was put forth by Member Langlois and seconded by Chairman Sanborn to approve \$520 for their request. With the exception of Member Ross who abstained, the vote for approval was unanimous.
- Member Pallay reported that the Book Fair, hosted and organized by the Friends, was extremely well attended and well received. The Friends made a profit of approximately \$6000.
- Chairman Sanborn reviewed some of the concerns by the Friends about programming for the Fiftieth Anniversary celebration. She asked the Board to brainstorm possible events that could be held over the year in honor of the Anniversary. Member Sanborn will ask Jane Atkinson if she could give a presentation on the history of the Library at one of the events. Treasurer Toner will explore the possibility of purchasing mugs with a Library logo for the Anniversary celebration.

Old Business:

- Chairman Sanborn stated that the Bylaws should be reviewed and revised so that Board members positions are voted in January rather than December.
- Chairman Sanborn asked the Board to consider meeting dates for 2014.

Minutes:

- A vote to approve the September Minutes as amended was put forth by Member Ross and seconded by Member Hunt. With the exception of Member Bellacosa, who abstained, the vote was unanimous. A vote to approve the October Minutes was put forth by Member Bellacosa and seconded by Treasurer Toner. With the exception of Members Hunt, Ross and Pallay who abstained, the vote was unanimous.

On a motion put forth by Member Ross, and seconded by Treasurer Toner, the meeting was adjourned at 10:35.

Respectfully submitted,

Sherry Pallay
Secretary