

Windsor Public Library Board of Trustees

April 24, 2017 Minutes

Library Trustees: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley, Donna Palatucci,
Sharon Besso, Kathy Marsh, Nicole Willey, Sara Norris, Valerie Paavonpera
Ex-Officio: Ruth Doiron – Friends, Deb Ouelette – Town Treasurer

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley (recorder), Donna Palatucci, Sharon Besso, Kathy Marsh, Nicole Willey, Sara Norris, Christine Porter (Library Director)

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:15		
Changes / Additions to Agenda	Addition: Review the outgoing letter about the historic posters		
Approval of Minutes	March 27, 2017 Trustees Meeting Minutes Motion Jason/Seconded by Ham		
Correspondence In/Out	None		
REPORTS			
a. Friends of Windsor Library	<ul style="list-style-type: none"> • This year, the Friends expanded the Bertha Frothingham writing contest to include 9th grade students. They'll give two awards at the Friend's Annual Meeting to cover • The Friends will hold a plant sale on Saturday, May 27th; they are looking for donations of pots for the plants • Book Sale will be Sat, June 10. 		

b. Library Director and Children's Librarian	<ul style="list-style-type: none"> Christine attended one day of training for Communities of Promise initiative; wasn't able to attend the second day. Koha upgrade was made today; adds improved, helpful functionality Christine hosted a table at the School's summer camp Expo which generated a lot of enthusiasm Have volunteers for book delivery Looking for volunteers to help with the garden this summer See report for Children's Librarian report 		
c. Events / Programming	<ul style="list-style-type: none"> Free comic book day on May 6 		
d. Treasurer / Accounts	<ul style="list-style-type: none"> Discussion about removing funds from investment account for anticipated expenses Motion made by Sharon to transfer \$10,000 from investment account to People's checking to offset anticipated expenses (building and other); motion seconded by Nicole; motion passed We need an end-of-project estimate for the basement renovation 	<p>Contact Mascoma Wealth Management to arrange for transfer of funds</p> <p>Get an estimate for remaining building work on basement renovation</p>	<p>Tom</p> <p>Jason</p>

e. Renovation update	Basement walls have been painted; the Board took a tour and selected the carpet		
e. Building Maintenance	Discussed level of security for door locks for basement rooms and decided a keyed lock was appropriate		
OLD BUSINESS			
Child Safety Policy (Christine)	Vote on revised policy was postponed.		
Murder Mystery Fundraiser	Plans are underway for this event to occur in August		
May Corporate Appeal	Discussed how corporate fundraiser funds are included in the budget as general funds, but last year we fundraised for garden furniture. We'll have a more general appeal this year. Corporate fundraising letter should be mailed by mid-May	Tom will write a draft of the corporate appeal letter by the first week of May. A special meeting will be called to prepare the mailing	Tom Tom
Poster discussion	Reviewed request made last meeting about the WWI posters. The posters		

	were found in the library closet and it was determined that they belong to the Windsor Historical Society. The Trustees will communicate this to the community member by letter.		
NEW BUSINESS			
Reconsideration of Materials request	<p>Patron asked for item's removal from the stacks which required Board review.</p> <p>The Board discussed the book in question and understood the patron's sentiment, however the Board noted the book had been borrowed by both boys and girls and didn't need to be removed</p>		
Open House / Renovation Celebration	<p>Discuss possible dates and appoint organizers.</p> <p>Board members volunteered for a sub-committee to plan the open house/renovation celebration (Tom, Sara, Kathy, Sharon, and Donna). Date to be determined.</p>	Plan the library open house/renovation celebration	Tom, Sara, Sharon and Donna
Public Comments			
Next Meeting	May 22, 2017, 7pm		
Adjournment	9:31 Motion Ham/Sharon second		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – May 22, 2017
April 27, 2017

Programming

Past and Ongoing:

Genealogy group – May 1st - 2 people
Stoughton/Evarts book delivery ongoing – 10 people
Spanish class – 7-8 weekly
Politics/Food Book Discussion: April 11 – 7 people
Knitting Group: April 24 – 3 people, May 8 – 3 people
Free Comic Book Day – May 6 – 4 people
Adult Book Discussion – May 16 – 6 people

Upcoming

Composting Workshop – June 7
Nonviolent Communication - July

Statistics

Nov, Dec, Jan, Feb, March (March, 2016)

Adult & YA Circ: 962, 1002, **854, 852, 892** (982)
Juvenile Circ: 835, 706, **856, 634, 820** (815)
Audio/ebooks: 54/66, 56/42, **75/42, 50/41, 53/43**
(51/36)
ILL in/out: 22/27, 37/19, **54/30, 50/29, 51/38**
(38/30)
Reference Q's: 58, 74, **61, 74, 80** (64)
Visits: 1448, 1238, **1379, 1257, 1421** (1701)
Computer Use: 156, 188, **187, 153, 208** (282)
Wi-Fi connections: ___ network connections (438)

Meetings

Christine attended the VLA Annual Conference and attended sessions on engaging people in the community who are not currently patrons, programming for adults, and a panel discussing the changes in the Department of Libraries.

We have been working on updating our patron database, in an effort to cut our expenses for databases and computer systems that use patron count to determine cost.

Misc.

Fun reference questions: over the last month, we helped someone buy a new car, identify a bird, get information on composting, learn how to use a new smartphone, get directions to places of local interest, and identify plant bulbs.

Monthly Youth Library Report

April 2017

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime	54
➤ After School Program Wednesdays	34
➤ RPG teen group	~10 weekly
➤ WECEC outreach	~21 biweekly

Special Programs:

➤ Take - Away S.T.E.M. Kits	4
➤ Estimation Game # of marbles	29
➤ April 8 th 10:00am - Building winches	9
➤ APM workshop for librarians. Assisted Sarah Rooker April 4 th & 11 th	5/6

Upcoming Programs:

- Ongoing | Estimation Game | How many beads?
- Build IT Saturdays

May 6th 10:00am – Building Archimedes' Screws

June 3rd 10:00am – Building Air Canons

Acquisitions since last meeting:

➤ Juvenile materials	9
➤ Young Adult materials	11