

## Windsor Public Library Board of Trustees

Meeting Minutes: April 23, 2018

Attending:

Library Trustees: Tom Haushalter, Eleanor Clark, Janet Farley, Jason Gaddis,  
Pamela Bagley, Donna Palatucci, Kathy Marsh, Jacqueline Carty (new trustee)

<b>Agenda Item</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
Call to Order	7:06		
Changes / Additions to Agenda	Add discussion of new trustee.		
Approval of Minutes from March 26, 2018	A motion to approve the minutes was made by Donna; seconded by Kathy. Minutes were approved		
Correspondence In/Out			
<b>REPORTS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
a. Friends of Windsor Library	<ul style="list-style-type: none"> <li>• Have completed their annual mailing</li> <li>• Are planning the essay contest</li> <li>• Still planning their annual meeting on May 9 at 5:00</li> <li>• Have a new treasurer, still forming new board</li> </ul>		

<p>b. Library Director and Children's Librarian</p>	<ul style="list-style-type: none"> <li>• Christine went to technology conference at Bennington Free Library and learned about tech fixes for Koha problems</li> <li>• Scoop program is being ended and starting a new program—this program offers discounts for library book purchases</li> <li>• Volunteer appreciation event at Windsor Mansion Inn was held during Library Week</li> <li>• Patrons nominated two library workers as Library stars</li> </ul> <p>See report for more details</p>		
<p>c. Events / Programming</p>	<p>See report for details</p>		
<p>d. Treasurer / Accounts</p>	<p>Reviewed Windsor Public Library Balance Sheet and Profit &amp; Loss Budget vs. Actual</p>		
<p>e. Building Maintenance</p>	<p>Shelf needs to be corrected in office and bathroom faucet to be repaired; both are set to be done</p>		
<p><b>OLD BUSINESS</b></p>	<p><b>Discussion Summary</b></p>	<p><b>Action Items</b></p>	<p><b>Responsible</b></p>
<p>Updated Internet/Computer use agreement</p>	<p>The Board reviewed the updated Internet/Computer Use Agreement.</p> <p>Eleanor made a motion seconded by Donna to adopt the updated Windsor Public Library Internet Policy; the motion passed.</p>		

NEW BUSINESS	Discussion Summary	Action Items	Responsible
Book sale	<p>The Library book sale will take place on Saturday, June 9. Will need help transporting books to the library from Sarah and Ruth's homes (probably on Friday, June 8). The Board will also need to help setting up and staffing the sale. We discussed a plan for disposing of leftover books. Some options:</p> <ul style="list-style-type: none"> <li>--Better World Book</li> <li>--Thrift Books</li> <li>--More Than Words</li> </ul>	Contact Ruth to develop schedule/sign-up	Tom
Summer Lunch Program	<p>Christine was approached about the possibility of the Library being a location for a Summer Lunch Program. Meals would be dropped off, anyone could take them. Ideally a staff person would monitor the distribution of the lunches. After discussion the Board decided the Library was not a good venue for this program. We'd be happy to publicize the program.</p>		
	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
<p>New business New Board Trustee Member (3 year term)</p> <p>New business</p>	<p>Motion made by Kathy and seconded by Janet to approve and welcome Jacqueline Carty as a Trustee for the Windsor Public Library. Motion passed.</p> <p>Discussed amount of petty cash that needed to be available. Board agreed</p>		

	that the amount was up to Director and treasurer's discretion.		
Public Comments	None		
Next Meeting	Monday, May 21, 2018		
Adjournment	Jason made a motion to adjourn the meeting, seconded by Janet. Meeting adjourned at 8:18 PM		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – April 23, 2018**

**Programming**

*Past and Ongoing:*

**Genealogy group** – April 2 - 7 people

**Stoughton/Evarts book delivery ongoing** – 8 people

**Spanish class** –6-7 people weekly

**Politics/Food Book Discussion:** April 10 – 5 people

**Knitting Group:** every other Monday – 3-5 people

**Learn to Play Mahjong** – 4-6 weekly

**Book to Movie Club** April 18 “Of Mice and Men”, 3 people, 8 read/watched

**Mud Season Read Aloud** – April 9 - postponed

*Upcoming*

**Technology Help Session at Windsor Village** – May 21

**Statistics**

Oct, Nov, Dec, Jan, Feb, Mar (Mar 2017)

Adult & YA Circ: 914, 964, 836, **840, 869, 981** (892)

Juvenile Circ: 829, 747, 713, **662, 720, 869** (820)

Audio/ebooks: 33/35, 48/41, 57/34, **48/31, 75/54, 60/38** (53/43)

ILL in/out: 55/34, 40/24, 32/23, **65/29, 46/46, 65/33** (51/38)

Reference Q's: 100, 52, 52, **87, 64, 84** (80)

Visits: 1871, 1494, 1188, **1358, 1192, 1588** (1421)

Computer Use: 227, 193, 163, **177, 160, 198** (208)

Wi-Fi connections: 391 network connections (328)

**Meetings**

Christine attended a Technology conference at Bennington Free Library. Much of the discussion focused on cataloging and Koha, as well as our CLOVER ILL system.

Christine attended the quarterly VOKAL meeting on Friday. Nothing remarkable to report.

Christine was invited to attend the VLA Library Summit today. The meeting grew from the need to update VLA's Strategic Plan,

including a statewide discussion of the library landscape and exploration of shared goals. Among the invitees were VLA leadership, Vermont School Library Association, Green Mountain Library Consortium, Vermont Department of Libraries, as well as local and state government officials.

**Misc.**

The Vermont Department of Libraries has partnered with the Maine State Library and the New Hampshire State Library on the SCOOP program since 2015. This program offers discounts from a variety of vendors for books, library supplies, library furniture, and other library-related purchases. This program has been a great success and has saved Vermont libraries a lot of money. The SCOOP program expires this June 30.

As of, July 1, 2018, we will be part of a new purchasing program for Vermont libraries: MHEC. The Massachusetts Higher Education Consortium offers a wide variety of purchasing contracts for libraries in New England, including Vermont. The discounts match or exceed SCOOP, and include everything from books, library supplies, and everything SCOOP, to appliances, equipment maintenance and more. There will be a meeting in May where we will find out more.

Our Volunteer Appreciation event was held on Saturday, April 14<sup>th</sup> at 1:30pm at the Windsor Mansion Inn. A wonderful time was had by all. Without our volunteers we could not do what we do!

**Feel good story of the month:**

We celebrated National Library Week!! In our e-newsletter, I asked folks to nominate a stellar Library worker to the National Galaxy of Stars. I am pleased to report that Windsor Public Library received two nominations:

**Sarah** from a **public library** in **Windsor, VT**, is a Star because she is a superb storytime leader and an all-around excellent children's librarian. My daughter loves her and her friendly smile makes our visits to the library extra special. – **Kelsey**

**Louise** from a **public library** in **Windsor, VT**, is a Star because she makes every visitor feel happy to be there. – **anonymous**

# Monthly Youth Library Report

April 2018

## Ongoing Programs:

- Wednesday Preschool Storytime (3/28, 4/4, 4/11, 4/18)
- After School Group (3/28, 4/4, 4/11)
- RPG teen group
- WECEC outreach (4/2, 4/16)
- Biweekly visits from 4<sup>th</sup> grade (4/6)
- Monthly Kindergarten visit (4/30 - upcoming)

## Attendees

41  
48  
~5-6 weekly  
49  
49  
0

## Special Programs:

- Estimation Game | Make something out of shiny paper
- 3Doodle pens (3/31, 4/20)

12  
7/5

## Upcoming Programs:

- 3Doodle pens 5/12 and 5/26

## Acquisitions since last meeting:

- Juvenile materials
- Young Adult materials

7  
5

