

Windsor Public Library Board of Trustees Meeting Agenda

Date: April 22, 2019

Time: 7:00 PM

Location: Windsor Public Library meeting room

Library Trustees: Jacquelin Carty, Eleanor Clark (x), Janet Farley, Jason Gaddis (x), Ham Gillett, Donna Palatucci (x), Kathy Marsh, Vi Welker, Mike Welker

Absent (x)

Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair, Deb Ouelette – Town Treasurer

Agenda Items: Call to Order: 7:02 p.m.

Changes or Additions to the Agenda

- None

Approval of Minutes March 25, 2019

- Motion made to approve March 25, 2019 minutes by Kathy; Vi seconded.

Correspondence In/Out

- McGee Office Products rep stopped in to look at/advise on Printer
 - Lease renewal: Can only renew once, have already done so.
 - Will need to acquire new machine.
 - Received new lease agreement
 - Our portion of monthly costs would be going up slightly (Friends' covers a portion, may ask to rebalance so split is more even).

Reports

a. Friends of Windsor Library

b. Library Director and Children's Librarian

- DCF meeting
 - Ham & Christine attended.
 - Meeting went well/according to plan, suggested using the Resource Center (to DCF) for future meetings.
- Book Sale Discussion
 - Transportation of Tables needed 1 day prior.
 - Transportation of books.
 - Putting together potential timeline/checklist for Book Sale (for reference purposes/future use).

c. Finance Committee

- Will stopped by to review the books (audit of sorts).
- Stated everything looked in order.

d. Public Relations Committee

- Trivia day on Facebook

e. Development Committee

- Putting together data/working document related to Frolic to aid in Fundraising efforts.
- Discussion regarding Corporate Mailer, reaching out to several of the larger businesses to court more substantial donations.

- o Additional Ideas Discussed:
 - Invite to meeting, do a walkthrough to show before/after, what future contributions would aid with.
 - Donate a room/wing.

f. Building and Grounds

- Consensus to put money towards room first, raise money for ADA accessibility later.
- Renovation Discussion:
 - o Elevator
 - \$25k-30k (low end)
 - o Stairs
 - Would need to coincide with elevator installation.
 - The combined cost of both would be upwards of \$100k.
 - o Full Renovation Project
 - Addition to building/ 3rd floor.
 - Would be an estimated cost of \$750k - \$1mm.
- Grants – Jacquelin found several that would match funds.
- Repairs Discussion:
 - o Molding coming away from meeting room wall; room seemed cool/damp.
 - o Holes in walls (bathroom, lower level stairwell area leading to Children's section).
 - Kathy made motion authorizing Christine to contact contractor/volunteer to fix holes; Vi seconded, motions carries.
 - o Lower level emergency door (located in Children's section)
 - Door is leaking
 - Jacquelin to put repair of door on May agenda

Old Business

- a. Trustee Manual Review - 3 Year Strategic Plan
 - o Ham made motion to approve, Janet seconded; motion carries.
- b. Trustee Manual Review - Emergency/Disaster Plan
 - o Christine stated that additional work is still needed prior to taking vote.
- c. Strategic Plan, Goals for 2019

Goal 7: The WPL will work closely with the area schools and businesses in order to provide better service and educational support, and enhance partnerships.

Goal 8: The Windsor Public Library will provide a timely, balanced and pleasing collection of materials for all ages.

- d. Fall Frolic
 - o Venue Discussion
 - Windsor Farmers' Exchange
 - Ham to follow up with Bob Haight regarding using space.
 - o Line Dancing Instructor
 - Will be staying in town through October
 - Can we incorporate into Fall event?

New Business

- a. Trustee Manual Review – Personnel Policy
 - o Will plan on reviewing in May/June, potentially July (Christine out in June).
- b. Review WPL Corporate Bylaws
- c. Corporate Fund Drive Letter
 - o Discussed revisions.
 - o Researching number of letters to print/send.

- Ok for volunteers to help stuff envelopes.
- Extend reach/region potentially (Fall Frolic as well).

Public Comments

Next Meeting Monday, May 20, 2019 (May 27 is a holiday)

Adjournment:

Ham made motion to adjourn the meeting; Janet seconded; Meeting adjourned at 8:20 pm.

Programming *Past and Ongoing:*

Genealogy group – 4 on March 4, 10 on March 9
Stoughton/Evarts book delivery ongoing – 7 people
Spanish class – 7-8 people weekly
Non-Fiction Book Discussion: April 15 – 6 people
Knitting Group: 2-6 people every other Monday
Learn to Play Mahjong – 3-5 people weekly
Book Club at Cedar Hill Nursing – 7 people
Trunkside Tales – 32 people
Facebook Trivia Contest - multiple

Upcoming:

Friends' Annual meeting, Wed. May 8, 5:30pm
Trustees Conference, Tues. May 21, 9am-5pm

Statistics

Oct, Nov, Dec, Jan, Feb, Mar (Mar, 2018)
Adult & YA Circ: 805, 802, 845, 950, 737, **975** (981)
Juvenile Circ: 534, 732, 555, 721, 590, **738** (869)
Audio/ebooks: 71/80, 64/54, 74/67, 82/75, 69/57,
68/64 (60/38)
ILL in/out: 56/31, 43/29, 51/44, 60/32, 38/40, **70/39**
(65/33)
Reference Q's: 65, 56, 87, 44, 93, **72** (84)
Visits: 1823, 1436, 1465, 1525, 1307, **1591** (1588)
Computer Use: 223, 169, 229, 266, 287, **230** (198)
Wi-Fi connections: **467** network connections (391)

Feel good stories of the month:

We have multiple feel good stories. During National Library Week, we asked folks to nominate their favorite Library worker to the Galaxy of Stars. Read all the glowing nominations:

Donna from a **public library** in **Windsor, VT**, is a Star because she is a great Library worker. She is always friendly and always gives great service with a smile. She is a hard, good worker.

Matthew from a **public library** in **Windsor, VT**, is a Star because he is always warm and welcoming to patrons and staff alike! Matthew began volunteering to complete his community service requirement for high school. This has long since been fulfilled but graciously he comes and covers our circulation desk for a shift each week. An avid reader, Matthew helps point patrons to sections of interest. He never hesitates to ask for assistance when the need arises. It is wonderful to have such a bright and shining example of the young adults in our community, serving here.

Sarah from a **public library** in **Windsor, VT**, is a Star because she provides excellent patron service no matter the circumstances! Sarah's caring and kindness flow into each interaction. She connects with our preschoolers during their story time and our older children during the myriad creative programs she runs each month. Sarah can be found assisting a homeschooling parent augment their materials, with thoughtful selections and then quickly rolling right into supporting a patron struggling to navigate a computer or the internet. Sarah is a strong team member and it is my privilege to work with her.

Kathy from a **public Library** in **Windsor, VT** is a Star because is a hard worker. She always has a smile on her face and loves to help others. She is a great asset to the Library community.

Rebecca from a **public library** in **Windsor, VT**, is a Star because her effervescent personality is apparent in all she does for the library. Rebecca is one of our go-to program leaders. Children and adults alike love her enthusiastic teaching style and look forward to her presentations. She was instrumental in facilitating our interview process for our library director position. And of course, it's always a pleasure to walk in the front door and find her volunteering at the circulation desk. She's done it all: Friends of the Library, weekly circ desk volunteer, presenter extraordinaire, and valued patron. Thank you Rebecca!!

Melissa from a **public library** in **Windsor, VT**, is a Star because she always goes the extra mile with a smile in getting interlibrary loan books for my book club. This means anticipating how long it will take to get the large print, the audio books and the number of standard books I need, and to have them ready on the day we discuss our last book. She is understanding when I can't return all the books on time, because a member is in the hospital, which happens over and over again. On a separate front, she helps me make zillions of scans, and emails them to me at home. Each time she treats my mission as if it's the most important thing she's done all day.

Melissa from a **public library** in **Windsor, VT**, is a Star because She is friendly to everyone and she happily gets inter library books for us. She has a big smile and a big heart

Monthly Youth Library Report

April 22, 2019

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime(3/27, 4/3, 4/10, 4/17)	50
➤ Wednesday After School Group(3/27, 4/3, 4/10)	56
➤ RPG teen group Wednesdays at 5:00	~ 6 weekly
➤ WECEC outreach (3/25, 4/8)	55
➤ Biweekly visits from 4 th grade	53
➤ Monthly Kindergarten visit (3/25)	32

Special Programs:

➤ Building the Wee Windsor Library (Nat'l Library Week 4/7-4/13)	9
➤ Upcycled Recyclables 4/15	13

Upcoming Programs:

- Summer Reading Program flyer *draft*. Some dates and programs TBA.

Acquisitions since last meeting:

➤ Juvenile materials	11
➤ Young Adult materials	13

