

Windsor Public Library Board of Trustees

Agenda: August 28, 2017 – 7:00 PM

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, Pamela Bagley, Donna Palatucci, Kathy Marsh, Sara Norris,
Christine Porter

Library Trustees: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley, Donna Palatucci,
Sharon Besso, Kathy Marsh, Sara Norris

Ex-Officio: Ruth Doiron – Friends, Deb Ouelette – Town Treasurer

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:07 pm		
Changes / Additions to Agenda			
Approval of Minutes	Minutes from July 24, 2017 Trustees meeting approved; motion made by Ham and seconded by Donna		
Correspondence In/Out	None		
REPORTS			
a. Friends of Windsor Library	The Friends are planning to bring back the enchanted forest to Windsor in October		
b. Library Director and Children's Librarian	<ul style="list-style-type: none"> • Summer reading is coming to an end with lots of program • 3D pens have been a hit. Impromptu Eclipse party was a hit 		

c. Events / Programming	<ul style="list-style-type: none"> • Did not have meteor shower viewing because of lightning storm • New ILL system in place and working out quirks • Christine and Sarah will be trained on videoconferencing equipment on Wed • Christine was awarded Community Champion Award by Mt Ascutney Prevention Partnership • Historic newspapers have arrived back at the library • Trustees and Friends conference will be held in November • See Report for more details 		
d. Treasurer / Accounts	Christine plans to have a volunteer's celebration event soon. See Report for more details.	Withdraw Building Fund Money Market Account funds and transfer to People's Bank account.	Kathy
e. Building Maintenance	Close Building Fund Money Market account because it is charging a monthly fee.		
	Reviewed Profit & Loss Budget vs. Actual and Balance Sheet.		
	e. Renovation update, <ul style="list-style-type: none"> • Jason is getting quotes for building the credenza for the new room and a quote 		

	<p>for the table now at the Welcome Center to refinish and deliver it to the Library.</p> <p>Repairs still needed:</p> <ul style="list-style-type: none"> • Nick will put storm windows on the basement windows • The bathroom window needs to be repaired. • The roof needs to be repaired, new flashing is the minimum that needs to be done; there is an estimate of a nominal \$2,400 for this repair Melanson Roofing. <p>Ham made a motion to authorize the use of funds to do flashing work to repair the flat roof. Donna seconded. Motion carried.</p>		
OLD BUSINESS			
Board Treasurer	Kathy is transitioning to become the treasurer for the Board		
Fall fundraisers	<p>November dance/silent auction at Windsor Mansion Inn. The Windsor Mansion Inn is available November 18. Tom will follow up with the Inn to confirm.</p> <p>Murder Mystery: With the other fundraising events we'll consider doing this later.</p>	Confirm date with the Inn	Tom
NEW BUSINESS			

Meeting room policy	Trustees reviewed and edited the Meeting Room Policy Christine had prepared.	Revise the policy	Christine
Museum pass policy	Jason made a motion to change the loan period for the museum passes from 1 week to 3 days. Ham seconded the motion; the motion passed.		
Phase 2 Renovations	Local anonymous donor asked if we have a new proposal. The Board discussed the needs for the library.		
Public Comments	None		
Next Meeting	September 25, 2017, 7pm		
Adjournment	9:05 Ham made the motion; seconded by Sara		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – August 28, 2017

Programming

Past and Ongoing:

Genealogy group – August 7 - 7 people
Stoughton/Evarts book delivery ongoing – 10 people
Spanish class – 7-8 weekly
Politics/Food Book Discussion: August 8 – 7 people
Knitting Group: July 24 – 2 people, August 14 – 4 people
Adult Book Discussion – August 15 – 4 people
Library Open House – August 3 – 42 people
Perseid Meteor Shower – viewing cancelled due to lightning
Movie Nights at Cheese Board: attendance unknown

Upcoming

100 Fall Frolics and Finds – September-December
Learn to Play Mahjong: Thursdays at 4pm starting Sept 7
Fall Volunteer recognition – date TBA

Statistics

Feb, March, April, May, June, July (July, 2016)
Adult & YA Circ: 852, 892, 932, **1019, 967, 1100** (987)
Juvenile Circ: 634, 820, 890, **736, 783, 636** (809)
Audio/ebooks: 50/41, 53/43, 44/51, **46/50, 35/31, 45/51** (85/24)
ILL in/out: 50/29, 51/38, 50/31, **59/31, 53/22, 55/38** (29/26)
Reference Q's: 74, 80, 92, **58, 77, 141** (96)
Visits: 1257, 1421, 1493, **1516, 1448, 1409** (1796)
Computer Use: 153, 208, 206, **192, 175, 217** (225)
Wi-Fi connections: 450 network connections (469)

Meetings

Our new “CLOVER” ILL system launched on August 1st. In preparation for that, the entire staff sat in on three training webinars to learn the ins and outs of the new system. While Melissa will be the primary user of the new system, all of the staff agree that the new system is user friendly and much easier to use than the previous system.

Christine will receive training for the new videoconferencing system on Thursday, August 31st.

Misc.

Christine was recognized with the summer Community Champion award by Mt. Ascutney Prevention Partnership. This award was given in recognition for her work with the Promise Communities grant, “the fantastic library programs” and other initiatives put on by the library, and the various other hats she wears in the community.

The Solar Eclipse created quite an excitement all around Vermont, and while we were one of the libraries that ordered some glasses for distribution, we did not expect the demand to be quite so high at the time we placed the order two months ago (we were getting calls from as far away as Massachusetts from people looking for glasses). Based on the call volume we were receiving several weeks before the event, we decided to keep several pairs at the library and hosted an impromptu viewing party. Between the folks that stopped by and the folks that stayed for the duration of the event, we had 70+ people share the event with us. It was quite a special day with neighbors and friends enjoying each other’s company and the spectacular sight.

The newspapers have returned home! The shelving still needs to be worked out, especially inside the cabinet, but the fun part of unwrapping and placing them in their spots in the new room begins!

SAVE THE DATE

What: 2017 Annual Trustees and Friends Conference (co-sponsored by the Vermont Department of Libraries and the Vermont Library Association)

When: Saturday, November 4, 2017, 9:00 a.m. – 3:30 p.m. (Breakfast and Registration start at 8:15 a.m.)

Where: Champlain College, Burlington, VT

Why: Brush up on your knowledge, reinvigorate yourself and your service to the board, network with VT trustees and friends, and walk away inspired and informed!

More details – including theme, sessions, and registration - coming soon!

Monthly Youth Library Report

August 2017

Ongoing Programs:

- Wednesday Preschool Storytime
- RPG teen group
- WECEC outreach

Attendees

44
~10 weekly
~20 biweekly

Special Programs:

- 3Doodle | July 29th
- Electricity! Rebecca Haynes | August 4th
- Solar Eclipse Viewing | August 21 @ 1:24pm – 3:55pm
- Starlight Story Time | August 21
- Estimation Game | What's in the rattle?
- 3Doodle | August 12
- 3Doodle | August 26
- VT Reads 2017 Brown Girl Dreaming by Jacqueline Woodson

9
17
70+
2
17
4
9
12

Upcoming Programs:

- Draw in 3D with 3Doodler pens | September 9th & 23rd 10 - 12
- Walk Into the Insect World | September 16th 10am
- Starlight Story Time | September 18th 7pm
- Joint program with American Precision Museum | October 6 | Become a Junior Machinist Apprentice.
- Estimation Game | How many patron visits in 2016?

Acquisitions since last meeting:

- Juvenile materials
- Young Adult materials

12
16

