

Windsor Public Library Board of Trustees Meeting Minutes

Date: August 26, 2019
Time: 7:00 PM
Location: Windsor Public Library meeting room

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

Staff: Christine Porter, Library Director

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

Absent (x)

Agenda Items: Call to Order: 7:02 PM

Changes or Additions to the Agenda

Approval of Minutes July 22, 2019

- Ham makes motion to approve, Donna seconds, motion carries.

Correspondence In/Out

- None

Reports

a. Friends of Windsor Library

- Did not meet.
- Next meeting September.
- Upcoming Events
 - Enchanted Forest (10/12)
 - Holiday Reading (12/8)
 - No Venue currently in place.
- Summer Sendoff
 - Will provide baked goods.

b. Library Director and Children's Librarian

- School Half days moved from Thursdays to Fridays.
- Computer Updates
 - Received Grant from GE for 4 new computers.
 - Will be ready in roughly a month.
 - Will have a spare computer (after new computers are obtained) because computer 2 was recently replaced.
 - Staff computers will need to be replaced.
 - Windows 7 is being phase out.

- Two in the office primarily (in need of replacement), but also the one used for checkouts at front desk.
- Board inquired on whether Friends could assist with replacement.
 - ❖ Have assisted in the past.
 - ❖ Christine stated she would handle the ask for assistance.
- Printer Update
 - Relocation to office continues to reap benefits
 - Christine reported improvements both in terms of cost savings and the ability to assist patrons.
- c. Finance Committee
 - On target for year
 - Board acknowledge substantial boost as a result of Bake Sale Fundraiser proceeds and recognized Christine & staff for their efforts.
- d. Public Relations Committee
 - Bake Sale
 - Summer Sendoff Promotion
 - Will be initiating Facebook Boost (\$20 charge).
- e. Development Committee
 - Committee working to compile an Annual To-Do List (by month).
 - Summer Send Off
- f. Building and Grounds
 - Door handle came off completely.
 - Ascutney Lock and Key repaired.
 - Advised that fix was likely temporary.
 - Researching replacement parts which will likely prove difficult.
 - Library Cleaning Day
 - Will be rescheduling
 - Had initially been planned for 8/24.
 - Repair of Door (Children's Area)
 - Christine to follow up again with Nick.
 - Depending on timetable/feedback received from Nick, may pursue other options for repair (contact other contractors).
 - Board was in agreement that it could prove beneficial to include specific repair costs in future mailers (for donations).

Old Business

- a. Trustee Manual Review - Emergency/Disaster Plan – table but create subgroup to review with Christine
 - Jacquelin & Christine to meet for further discussion.
 - Vi had initially agreed to be part of subgroup but communicated that she would need to withdrawal as a result of work commitments.

b. 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.

- Support for Chromebooks/ Making sure they work.
 - This has been an issue in the past.

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

c. Summer Send Off

- Development Committee provided updates on progress.
 - Google Doc that contains the following (all can edit):
 - Tasks
 - Food/Drink/Other Signup
 - Promotion
 - Silent Auction
- Additional Discussion/Items to Remember:
 - Coolers/Ice
 - Paper Napkins
 - Bring your own plates/utensils (advertise/convey via word of mouth)
 - Portable Toilet
 - Hand Sanitizer
 - Lights inside, illumination
 - Mike to follow up
 - Procure Cards for individuals/businesses that have donated (Christine has previously handled).
 - Lighting at Farmers' Exchange
 - Bring Auction Items to Library
 - Day Before/Morning Of
 - Christine numbering tickets this year.
 - Will be able to easily differentiate between presale and day of sales.
 - Link to our donation page (option to purchase tickets online)
 - Christine offered to link event to our donation page.
 - Would provide an e-commerce option.
 - Christine would have to manually email ticket/receipt.
 - Board in agreement that it was a good idea but conveyed that a specific cut off time should be established during week leading up to event as a result of manual processes involved.
 - Advertise Cash/Check Only @ doors

d. Petition(s) for 2020 Town Meeting: Normal and Building Reserve Fund in amount of \$10,000

- Reserve Fund (\$10k)
 - Donna makes motion that library should pursue \$10k reserve fund, Kathy 2nds, motion carries.
 - Christine & staff to compile reserve fund petition for Thursday (8/29).

New Business

- None

Public Comments

- Christine has been attempting to schedule a trip home to visit her father. She communicated that she will be taking a day trip on Monday, 9/2.

Next Meeting Monday, September 23, 2019

Adjournment: Ham makes motion to adjourn, Vi 2nds; meeting adjourned at 8:38 PM.

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – August 27, 2018

Programming

Past and Ongoing:

Genealogy group – August 6 - 4 people
Stoughton/Evarts book delivery ongoing – 9 people
Spanish class – 7-8 people weekly
Non-Fiction Book Discussion: August 14 – 6 people
Knitting Group: every other Monday – 2-4 people
Learn to Play Mahjong – 4-6 weekly
Book to Movie Club – July 30 – 3 people
Movie Nights at Cheese Board – attendance unknown

Upcoming:

Book Club at Cedar Hill Nursing

Statistics

Feb, Mar, April, May, June, July (July, 2018)

Adult & YA Circ: 869, 981, 893, **802, 1020, 896**
(1100)

Juvenile Circ: 720, 869, 782, **746, 523, 573** (636)

Audio/ebooks: 75/54, 60/38, 61/44, **73/50, 51/53, 82/84** (45/51)

ILL in/out: 46/46, 65/33, 51/33, **38/29, 38/36, 49/30**
(55/38)

Reference Q's: 64, 84, 65, **54, 68, 78** (141)

Visits: 1192, 1588, 1522, **1719, 1778, 1618** (1409)

Computer Use: 160, 198, 209, **206, 263, 277** (217)

Wi-Fi connections: 417 network connections (450)

Misc.

To date, our Summer Corporate Appeal has raised \$2519.00.

We welcome two new volunteers to the Library: Jaime Danner, who has started covering the Saturday 11am-1pm shift and Matt Fisher who has started covering the Monday 4-6pm shift.

Mary Blood Library will officially be sharing our courier service as of 8/29/18. They will be paying us half of our monthly fees for this service.

We are now receiving a slightly discounted cost for our service agreement with Magee for the copier/printer from \$86.50 to \$75.00.

Foremost Insurance has decided to no longer cover our type of insurance policy any longer. The Policy was supposed to rollover to the Hartford but then at the last minute, Hartford informed us that they would not honor the rollover. The Keilly Agency worked hard to ensure that we had coverages with the short notice we were given. Ideally the Board would be consulted on this, but since this all happened after our last Board meeting and coverages were set to expire mid-month, I asked Keilly Agency to work to find us the best possible policies so that we wouldn't be without coverage. We can review and edit at any time. Our new Workman's Comp policy now costs \$507 for the same coverages, giving us a savings of over \$600. The agency had no application on file for our Liability insurance that anyone could find so we started from scratch with the application process. This process showed that we had been underinsured in some areas and overinsured in others (i.e. 6 bathroom fixtures were listed on the old policy). The building had been insured for \$743,000 under the old policy and comes in at \$793,000 with the new policy. This appears to be a more accurate reflection of our needs. Computer insurance is currently set at \$10,000. The Friends were listed as a secondary insured under the old policy which I carried over. It doesn't look like we ask them to contribute toward this. We were also paying incorrectly for the parking at St. Paul's Church and were, in fact, paying for a second facility. The price of the new liability policy is \$2928, \$235 higher than the old policy.

Many thanks to Boston Dreams who gave us gift certificates for free ice cream cones for rock hunt participants. And many thanks to Cumberland Farms for giving us certificates for free beverages for kids who completed their reading goals for the summer.

Feel good story of the month:

When a young child comes running in and shouts: "Hooray! The Library is open!" you can't help but feel good. Their excitement is contagious! The Library Rocks!

Monthly Youth Library Report

August 2018

Ongoing Programs:

- Wednesday Preschool Storytime (7/25,8/1,8/8,8/13,8/22)
- After School Group
- RPG teen group
- WECEC outreach (7/30,8/13,8/27)
- Biweekly visits from 4th grade
- Monthly Kindergarten visits

Attendees

55
summer vacation
~5-6 weekly
56
summer vacation
summer vacation

Special Programs:

- Sound Bingo (7/26)
- 3Doodle pens (7/28)
- Shredded paper estimation game (drawing 8/11)
- Fossil Exploration

4
3
17
38

Upcoming Programs:

- Lego Day (9/22)
- 3Doodle pens (9/29)

Acquisitions since last meeting:

- Juvenile materials
- Young Adult materials

35
2

