

## Windsor Public Library Board of Trustees

December 18, 2017 Meeting Minutes

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

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, Pamela Bagley (minutes), Donna Palatucci, Kathy Marsh

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:15 pm		
Changes / Additions to Agenda	Add question about closing on December 26, 2017 to New Business		
Approval of Minutes	Minutes for November 27, 2017 approval; Motion made by Ham to approve the minutes, seconded by Donna; the motion passed.		
Correspondence In/Out	Received a sizable donation from a private donor for capital improvements.		
<b>REPORTS</b>			
a. Friends of Windsor Library	None		
b. Library Director and Children's Librarian	See Director's report		
c. Events / Programming	See Director's report		
d. Treasurer / Accounts	Reviewed 'Profit & Loss Budget vs Actual' and 'Balance Sheet'.		

e. Building Maintenance	<p>The library budget is on target to date.</p> <p>Comment that doorbell should have "use doorbell for help".</p> <p>The Board decided to move forward with getting price quote to get new door lock. If it is less than \$250 we will move forward. If it is \$250 or more, we will discuss at the next meeting.</p>		
<b>OLD BUSINESS</b>			
2018 Budget	<p>The 2018 Budget proposal was reviewed. A motion made to accept the 2018 budget as presented. Ham made the motion; Donna seconded; the motion accepted.</p>		
Town Appropriation petitions	Reminder to keep collecting signatures.	Collect signature for the Town Appropriation petition	All board members
<b>NEW BUSINESS</b>			
Question about closing The Library on December 26, 2017	Board approved request to be closed on December 26, 2017.		
Public Comments	None		
Next Meeting	Annual Meeting; Thurs. Jan. 18, 2018		
Adjournment	Ham made the motion to adjourn, Pamela seconded the motion; the motion passed		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – December 18, 2017**

**Programming**

Past and Ongoing:

**Genealogy group** – December 4 – 6 people  
**Stoughton/Evarts book delivery ongoing** – 8 people  
**Spanish class** –6-7 people, Nov 29, Dec 6 and Dec 13  
**Politics/Food Book Discussion:** December 12 – cancelled due to weather, reschedule for Dec 19  
**Knitting Group:** Nov 27 – 2 people – Dec 11 4 people  
**Learn to Play Mahjong** – Nov 30 – 6 people, Dec 7 – 5 people, Dec 14 - 7 people  
**100 Fall Frolics and Finds** – approx.. 37 participants  
**Friends Adult Read Aloud** – Dec 10 – 35 people

Upcoming  
**New Book Discussion book – Books and Movies** – Feb  
Two writers workshops – stay tuned for more info

**Statistics**

June, July, August, Sept, Oct, Nov (Nov 2016)  
Adult & YA Circ: 967, 1100, 1168, **987, 914, 964** (962)  
Juvenile Circ: 783, 636, 726, **900, 829, 747** (835)  
Audio/ebooks: 35/31, 45/51, 64/62, **46/42, 33/35, 48/41** (54/66)  
ILL in/out: 53/22, 55/38, 69/29, **50/28, 55/34, 40/24** (22/27)  
Reference Q's: 77, 141, 126, **81, 100, 52** (58)  
Visits: 1448, 1409, 1661, **1497, 1871, 1494** (1448)  
Computer Use: 175, 217, 238, **196, 227, 193** (156)  
Wi-Fi connections: 494 network connections (416)

**Meetings**

After 20 years of service, Mara Seigel has left the Department of Libraries. Her last day was December 8th.

**Misc.**

Fund Drive: As of December 11, we have received \$2276 in response to our mailing.

We received a large donation of seeds for the Seed Library from Bennington College!

Many thanks to Cheryl Cox and Sarah Easton for filling in as substitute librarians in Sarah and Christine's absence. Thanks also to the volunteers, especially Kathy Prevo, Donna Palatucci, and Cookie Morgan, who doubled up shifts to make sure we had adequate coverage for our patrons!!! We are so appreciative of your efforts. Thanks also to Cindy Todd and Sue Spears for covering our afterschool program and to Donna Palatucci for covering a week of preschool storytime.

**Things we've helped people do this month:**

Complete a title search and lien satisfaction request for a patron with no computer experience. This patron had been to the DMV and the bank before visiting us and could not get the assistance he needed at either location.

Proofread a document being mailed to the President.

Provided resources for financial assistance.

Helped print boarding passes and bus tickets.

Find a "funny" book to take their mind off happenings around the world.

Now that we've had our first snow, photos from the 100 Fall Frolics and Finds are starting to come in...





## Monthly Youth Library Report (as prepared by Christine Porter)

December 2017

### Ongoing Programs:

### Attendees

- Wednesday Preschool Storytime - Nov 29, Dec 6 and Dec 13 40
- After School Group - Nov 29, Dec 6 and Dec 13 46
- (many thanks to Sue Spears for the gingerbread house program on Dec 13!)
- RPG teen group ~5-6 weekly
- WECEC outreach 18K - Nov 28
- Biweekly visits from 4<sup>th</sup> grade December 1 – 39K
- Monthly Kindergarten visit - Dec 18 34K and 3A

### Special Programs:

- 3Doodle pens for December cancelled (had not yet been advertised)
- Estimation game – how many marshmallows? 36 participants

### Upcoming Programs:

- Estimation Game | How many paper clips? | started December 6th – runs through December

### Acquisitions since last meeting:

- Juvenile materials 3
- Young Adult materials 1