

## Windsor Public Library Board of Trustees

Meeting Minutes: December 17, 2018

Attending:

Tom Haushalter, Jacquelin Carty, Janet Farley, Ham Gillett, Pamela Bagley (minutes), Donna Palatucci, Kathy Marsh, Vi Welker, Mike Welker, Christine Porter (Library Director)

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:07 am		
Changes / Additions to Agenda			
Approval of November 26, 2018 Minutes	Motion made to approve Nov 26, 2018 minutes (with typos fixed) by Donna, seconded by Ham seconded		
Correspondence In/Out	None		
<b>REPORTS</b>			
a. Friends of Windsor Library  b. Library Director and Children's Librarian c. Events / Programming	a. Friends of the Windsor Library There was no report because the Friends don't meet in December  b&c: Library Director and Children's Librarian Report and Events/Programming <ul style="list-style-type: none"> <li>• The Holiday Reading went well—58 people attended, the Inn was a great host.</li> <li>• Timing for Frolic—Dates available at the inn are Sept 21 or 28, 2019.</li> <li>• Lego Day #2 was fantastic</li> </ul>		

	<ul style="list-style-type: none"> <li>• Lots of children's activities</li> <li>• Sue and Butch Spears made gingerbread houses and provided candy for a children's gingerbread decorating event</li> <li>• Funds still coming from fund drive</li> <li>• Number of books not being returned are decreasing. Christine has used a soft and personal approach and it has proven to be effective</li> <li>• Promise Communities Grant is coming to an end. Lots of book boxes have been placed and reading to children has been modelled for parents</li> <li>• Patrons have responded to the wish list by donating everything from goldfish crackers to paper towels. These donations have saved the Library about \$350.</li> <li>• Lots of upcoming programming</li> <li>• See Director's Report for details</li> </ul>		
d. Treasurer / Accounts	<p>d. Treasurer report</p> <ul style="list-style-type: none"> <li>• Since the last meeting \$800 has been received from donations, copier, etc.</li> <li>• Reviewed Library Profit &amp; Loss vs Actual report and Balance Sheet report.</li> <li>• The Library is finishing out the year about on target for the budget</li> </ul>		
e. Building Maintenance	<p>E. Building Maintenance</p> <ul style="list-style-type: none"> <li>• The water heater leak was repaired</li> <li>• A clogged toilet was repaired</li> </ul>		

	<ul style="list-style-type: none"> <li>When the fan in the furnace comes on it is tripping the breaker. Stoney Electric will repair the wiring. Wondering if the lack of the fan is causing the office and main vents on the first floor to not put out sufficient heat.</li> </ul>	Address lack of heat once the fan wiring has been repaired—if it is still a problem.	
<b>OLD BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
Furnace installation Discussion	Discussion about why the furnace that was installed wasn't the smaller one that was expected and why there was no timely communication with the Board about the change. Question about whether this furnace would heat an eventual extension of the Library.	Follow up in a future meeting	
Board elections for 2019 Discussion	<ul style="list-style-type: none"> <li>Pamela and Tom will be leaving the Board. This leaves opening for the President and Secretary</li> <li>Donna is willing to remain Vice President</li> <li>Kathy is willing to remain Treasurer.</li> <li>Jacquelin is willing to take on the Presidency</li> <li>Mike is willing to be Secretary</li> <li>Brainstormed ideas for additional board members</li> </ul>		
<b>NEW BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>

<p>Volunteer of the Year: Discuss and select volunteer to be recognized in Jan.</p>	<p>Christine suggested a few volunteers. Ham made a motion to select Alice Bagley as the Volunteer of the Year, seconded by Janet.</p>		
<p>Public Comments Tom</p>	<p>Tom is going to be moving to Portland ME shortly after the first of the year. This means he will not only not continue on as President of the Board, but that he will also be leaving the Board.</p>		
<p>Next Meeting</p>	<p>Thursday, January 17, 2019 – Annual Meeting: 6:00 pm for Board Meeting and 6:30 for the Annual Meeting.</p>		
<p>Adjournment</p>	<p>Ham made motion to adjourn the meeting seconded by Jacquelin. Meeting adjourned 8:36 pm</p>		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – December 17, 2018**

**Programming**

*Past and Ongoing:*

**Genealogy group** – Dec 2 – 4 people  
**Stoughton/Evarts book delivery ongoing** – 9 people  
**Spanish class** – 7-8 people weekly  
**Non-Fiction Book Discussion:** Dec 17 – 7 people  
**Knitting Group:** Dec 10 – 8 people  
**Learn to Play Mahjong** – 4-6 weekly  
**Holiday Reading** – 58 people  
**Book Club at Cedar Hill Nursing** – 6 people

**Upcoming:**

**Family Search genealogy program – Dec 19**  
**Paint Party – Jan 19**  
**Winter Bike Workshop – date TBA**

**Statistics**

June, July, Aug, Sept, Oct, Nov (Oct, 2017)

Adult & YA Circ: 1020, 896, 973, **870, 805, 802**  
(914)

Juvenile Circ: 523, 573, 533, **655, 534, 732** (829)

Audio/ebooks: 51/53, 82/84, 91/48, **70/56, 71/80, 64/54**(33/35)

ILL in/out: 38/36, 49/30, 50/28, **51/25, 56/31, 43/29**  
(55/34)

Reference Q's: 68, 78, 90, **55, 65, 56** (100)

Visits: 1778, 1618, 1774, **1683, 1823, 1436** (1871)

Computer Use: 263, 277, 324, **237, 223, 169** (227)

Wi-Fi connections: 371 network connections (346)

**Misc.**

The Fund Drive donations continue to come in. To date, we have raised \$5310.00.

The number of books not returned to the Library/billed to the patron has been decreasing over the last 5 years. Only 12 patrons have items that are more than 2 months overdue in 2018, compared with 17 in 2017, 20 in 2016, 21 in 2015 and 23 in 2014. Christine attributes this to building relationships with our patrons and implementing a new process in notifying people of items that are overdue that is much more personal and personable.

The Promise Communities Grant has come to an end. Some of the accomplishments directly related to Library service include: book boxes in multiple businesses across Windsor, the Little Free Library boxes (one of which will be installed outside of the Stoughton House, the second one is TBA), a social media campaign geared toward parents modeling reading behavior and suggesting ways to interact with your child and with books, and televised storytimes on Windsor on Air. There were free book giveaways at every program hosted by the group. The year will end with a New Year's Eve daytime party at the new Promise Room at the Resource Center. That room was also constructed with grant funds.

**Feel good story of the month:**

Every year, we create a wish list of items that would be helpful to the Library in the coming year. We are always amazed at the kindness and generosity of our patrons. They have supplied paper towels, hand soap, cleaning products, Kleenex, duct tape, packing tape, sharpies, goldfish crackers and popcorn for afterschool program, dixie cups, playdoh, ice melt, glue sticks, paper for the copier, washi tape, and supplies for our 3D pens. Thanks to these donations, the Library has saved approximately \$350!

We are always so grateful for the support of the community so that we can continue to serve the community!

# Monthly Youth Library Report

December 17, 2018

## Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime	29
➤ Wednesday After School Group	83
➤ RPG teen group Wednesdays at 5:00	6+ weekly
➤ New D&D Teen group Tuesdays at 3:00	4 weekly
➤ WECEC outreach	41
➤ Biweekly visits from 4 <sup>th</sup> grade	54
➤ Monthly Kindergarten visits	40

## Special Programs:

➤ Lego Day II (12/1)	25
➤ \$ Concepts for preschoolers (12/8)	2

## Upcoming Programs:

- 3D pens (2 Saturdays in January TBA)

## Acquisitions since last meeting:

➤ Juvenile materials	7
➤ Young Adult materials	0

