

Windsor Public Library Board of Trustees

Agenda: February 27, 2017 – 7:00 PM

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

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

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, Pamela Bagley, Donna
Palatucci, Sharon Besso, Kathy Marsh, Nicole Willey, Sara Norris; Christine Porter, Library
Director and Sally Bemont (President, Friends)

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order: 7:09 pm			
Changes / Additions to Agenda	None		
Approval of Minutes from December 2016 Meeting	Donna moved/ Sharon seconded; Motion carried		
Correspondence In/Out	Will talk about with Directors report later in meeting		
REPORTS			

a. Friends of Windsor Library	<ul style="list-style-type: none"> • The Friends toured the Library basement to see the renovations in process • The Friends still wonder whether a stand-alone humidifier will be needed; it doesn't look like a central dehumidifier is needed; they've been told that humidity up to 45% would be fine for storing archival materials • The Friends have updated their brochure • The Friends are working on the essay contest and revising mailing list for membership • Children's report included Dec and Jan 		
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<p>b. Library Director and Children's Librarian</p>	<ul style="list-style-type: none"> • Fundraising drive closed; total raised was \$5949 • Martha Reid's position as state librarian ended as of Feb 17 • FiberConnect Meeting—assured that eRate discount is still coming • State Dept. of Libraries will help with installation of the videoconferencing equipment we received as part of the state grant • Jackie Avery, former children's librarian passed away on Friday; patrons have shared fond memories of her • Grants from Vermont—pay for summer reading performer and another grant to assist with costs of ILL courier service • New hard drive donated for desk computer (Upper Valley Computer) <p><i>See report for additional details</i></p>		
<p>c. Events / Programming</p>	<p>No discussion</p>		
<p>d. Treasurer / Accounts</p>	<p>Reviewed Profit/Loss Report</p> <ul style="list-style-type: none"> • Look at subtotals—should be about 15% • Quarterly review with Will from <i>Shining Light</i>; worked on tracking grants • Nicole has a folder of wealth management reports that trustees should review; the folder will remain in the library for trustees to review 		
<p>e. Building Maintenance</p>	<ul style="list-style-type: none"> • Boiler needed repair • Hot water heater will be replaced • Light at bottom of stair needed ballast replaced • Roof leak over stairs; membrane has holes, patched; eventually would like to put a pitched roof on it (it is flat now) 	<p>Line up tree/shrubbery trimming</p> <p>Order chairs and benches</p> <p>Update TASCOCO contact list</p>	<p>Jason</p> <p>Tom</p> <p>Jason</p>

	<ul style="list-style-type: none"> • Authorize Annual TASCOS Service Plan (\$185.27) [Sharon moved/Nicole seconded; motion carried] 		
OLD BUSINESS			
Basement renovation update	<ul style="list-style-type: none"> • Construction workers have been very respectful of working in a functioning library • Framing done, working on ceiling and putting ductwork in ceiling; working on electrical • Decisions still to be made about color and carpet • Furniture decisions 	Choose paint color and selecting carpet and furniture	Ham, Sharon, & Pamela
NEW BUSINESS			
Child Safety Policy (Christine)	<p>Last updated in 2006; needs more clarity</p> <p>The Board discussed Christine's proposed updates; we plan to review this again at next month's meeting</p>		
Town Meeting (Tom)	Plans for Library's representation at March 6th Town Meeting	<p>Presentation about The Library</p> <p>Table</p>	<p>Tom</p> <p>Donna</p>
Easter Fundraiser (Tom)	<p>Discuss plans/needs for April 8th fundraiser with Windsor Mansion Inn</p> <ul style="list-style-type: none"> • Windsor Mansion Inn proposed an Easter Fundraiser; Easter Egg Hunt Sat, April 8, 11 am to 1 pm • The Board was concerned about competing Easter Egg hunts and risk of inclement weather; maybe another event such as a May Day and/or Mother's Day celebration 		
Public Comments	None		
Next Meeting	March 27, 2017 7pm		
Adjournment	8:55 [Ham moved/Donna seconded; motion carried]		

Windsor Public Library Director: Christine Porter
Report to the Board of Trustees – February 27, 2017

Programming

Past and Ongoing:

Genealogy group –

Stoughton/Evarts book delivery ongoing – 13 people

Spanish class – 6-7 weekly

Politics/Food Book Discussion: Jan - 6 people, Feb - 7 people

Knitting Group: Jan and Feb – 4-5 people

Adult Book Discussion – 5 in January, none in February

Valentine's Concert: 22 people

Braeburn Siberians: 11 people

Board Game Day: 10 people

Upcoming

Hunter/Firearm Safety Course- March

Statistics

Aug, Sept, Oct, Nov, Dec, Jan. (Jan, 2016)

Adult & YA Circ: 1186, 988, 919, **962, 1002, 854** (755)

Juvenile Circ: 993, 820, 913, **835, 706, 856** (529)

Audio/ebooks: 46/31, 36/17, 47/26, **54/66, 56/42, 75/42** (50/41)

ILL in/out: 29/27, 70/24, 60/20, **22/27, 37/19, 54/30** (67/28)

Reference Q's: 106, 75, 76, **58, 74, 61** (40)

Visits: 1632, 1433, 1557, **1448, 1238, 1379** (1385)

Computer Use: 262, 167, 181, **156, 188, 187** (216)

Wi-Fi connections: 336 network connections (413)

Fundraising

The fund drive has come to a close, with the last donations being received a few weeks ago. The total raised came to \$5694. This is up from last year where we received \$4707 and only slightly down from previous year where we received \$5749.

A fundraiser to be held in conjunction with the Windsor Mansion Inn is scheduled for Saturday April 8th. Tom will speak more on this fun opportunity!

Meetings

An online meeting of the FiberConnect libraries was held two weeks ago. The State Library has assured us that we still be seeing the e-rate discount on our Sovernet bills, and will receive a substantial credit on that bill once the paperwork is finalized, which we have been paying full price on for the last eight months while the State has attempted to complete the paperwork necessary to receive the discount. The Department is continuing to undergo several changes and staff are working to adjust to those changes and continue work flow. (see attached note from the Dept of Libraries)

An online meeting of the libraries chosen for the videoconferencing grant was also held. The Young Writers project will be providing us with wall mounting equipment, assist with installation of the wall mount and hook up of the IT components, as well as hold on-site staff training. They are hoping the 23 libraries chosen for this equipment will host their own programming as well as partner up to provide programming, such as author visits, movie screenings, and other presentations.

Christine visited the kids at WECEC on Valentine's Day to share a special musical storytime!

Misc.

Martha Reid's time as State Librarian has come to an end effective February 17th. We thank her for her wonderful leadership in the Department and especially for being the catalyst for the FiberConnect broadband project, as well as the ILL delivery service. She will be missed. (see attached statement from Marty Reid)

Jackie Avery, a former Windsor Library children's librarian passed away on Friday. Several people have stopped in and shared stories of their fond memories of her at the library.

We received a grant from the State of Vermont to help pay for a summer reading performer. We also received another grant to assist with the costs of the ILL courier service.

Due to lack of use, we have decided to remove the computers in the kids' area. Most of the kids are now bringing their chromebooks to the library since those are not stationary and those that do use our computers seem to now stay upstairs, due to past behavioral issues. We are also continuing to explore the move to laptops to make the entire library space a more flexible one.

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees - February 27, 2017

Yearly Statistics

Total circulation for 2016: 20,277
Total visits to the library: 17,989
(this number does not include visits for off-site events)
ILL In/Out: 566/291
3,091 people participated in 219 library programs.
Public computer use 2,627
Wi-fi users: 4,648
907 reference questions answered

Compared to last year: 2015

Total circulation for 2015: 19,226
Total visits to the library: 17,976
(this number does not include visits for off-site events)
ILL In/Out: 502/252
2,967 people participated in 205 library programs
Public computer use 3,306
Wi-fi users: 4,526
624 reference questions answered

Compared to 2014:

Total circulation for 2014: 18,693
Total visits to the library: 18,637
(this number does not include visits for off-site events)
ILL In/Out: 394/249
3,370 people participated in 260 library programs
Public computer use 3,286
Wi-fi users: 510 (stats were only taken for partial year)
753 reference questions answered

We welcome new volunteer Emilee Ashline to the library! Emilee is a college student and an avid reader who started volunteering at the front desk earlier this month. She has already been helpful in making book recommendations to others as well as teaching patrons how to use their electronic devices.

Monthly Youth Library Report January & February 2017

Ongoing Programs:

- Wednesday Preschool Storytime
- After School Program Wednesdays
- RPG teen group
- WECEC outreach

Attendees

92
105
9-10 weekly
77

Special Programs:

- Take – Away S.T.E.M. Kits | helicopters, catapults, scribble bots, etc. 15
- Estimation Game | # of hours to make gingerbread house 12
- APM brush bot workshop January 12 9
- APM marble maze workshop January 19 10
- APM nail maze workshop January 26 11
- Forest Friday at State Street School – water tower hike/exploration 25
- Valentines Gingerbread House decorating Feb 11 9
- Ice fishing program Feb 26 CANCELLED due to weather

Upcoming Programs:

- Ongoing | Estimation Game |

Acquisitions since last meeting:

- Juvenile materials 45
- Young Adult materials 20

