

## Windsor Public Library Board of Trustees

Minutes: February 26, 2018

Attending: Tom Haushalter, Jason Gaddis, Pamela Bagley (minutes), Sharon Besso, Kathy Marsh, Sara Norris, Christine Porter (via GoToMeeting)

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

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:11 pm		
Changes / Additions to Agenda	None		
Approval of Minutes from Dec. 18, 2017 Meeting	<p>Minutes were reviewed and a typo was noted and fixed.</p> <p>Kathy moved to approve revised minutes, Sharon seconded. Minutes were approved</p>		
Correspondence In/Out	Received annual performance report from WPL Mascoma Wealth account.		
<b>REPORTS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
<p>a. Friends of Windsor Library (Christine)</p> <p>b. Library Director and Children's Librarian (Christine)</p>	<ul style="list-style-type: none"> <li>▪ Friend's leadership is under transition. Sally Bemont will step down as President and Jody Gilman as Treasurer. There are 5 new members of Friends board.</li> <li>▪ The Friends provided funds to replace computer chairs, purchase a VINS pass, and to start historic newspaper digitization project which will produce searchable pdfs.</li> <li>▪ VOKAL quarterly meeting at end of Jan.</li> <li>▪ The State Library is taking over courier service--11 new libraries are joining the service; working on Koha update to notify patrons by text message (in addition to e-mail)</li> <li>▪ Windsor County library quarterly meeting; discussed recruiting</li> </ul>		

	<p>volunteers; sanitizing libraries during a time of illness</p> <ul style="list-style-type: none"> <li>▪ Promise Committee has received grant funds; the library will be involved in "Little Free Libraries"</li> <li>▪ Fund drive—reached \$5278 (note amount in report is incorrect) in response to 2017 fund drive mailing</li> <li>▪ Christine will be updating forms and procedures manuals</li> <li>▪ Librarians of the Upper Valley Coop group share audio books; may be a way to keep collection fresh; Christine will attend the March meeting to find out more</li> <li>▪ Staff are great! (see story in report)</li> <li>▪ New meeting room continues to see a lot of use</li> </ul> <p>See report for more details</p>		
c. Events / Programming	<ul style="list-style-type: none"> <li>▪ Hunter's safety</li> <li>▪ Painting Party fundraiser</li> </ul> <p>See report for more details</p>		
d. Treasurer / Accounts	<ul style="list-style-type: none"> <li>▪ Reviewed Balance Sheet</li> <li>▪ Reviewed Profit &amp; Loss Budget vs Actual</li> </ul>		
e. Building Maintenance	<ul style="list-style-type: none"> <li>▪ Door locks follow-up: received three quotes for changing locks; the Board agreed last month that if it costs \$250 or less that we'll have the doors rekeyed</li> <li>▪ Problems with plumbing; probably need new faucets</li> </ul>	Forward quotes to Jason who will follow up	Christine or Tom

<b>OLD BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
2018 Holiday Calendar	Board recommends that in addition to the regular holidays that the following changes be made to the holiday calendar: to close the Library on Dec 24 and to shorten hours on Dec. 3 (exact hours at the Director's discretion). Motion made by Sharon, seconded by Sarah; motion was adopted.		
Fall Fundraiser	Board discussed the date for a fall fundraising event (Oct vs. Nov). Decided to repeat the Fireside Frolic theme from last year and hold it in mid-November (same as last year) to build continuity/name recognition/anticipation for the event	Confirm date with Windsor Mansion Inn	Tom
Town Meeting	Christine will display PowerPoint and working with Windsor on Air to combine video and audio. Tom will present at the Town Meeting on behalf of the Library. Board members are encourage to attend.		
<b>NEW BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
New Board member recruitment	Christine added call for volunteers to Town newsletter which yielded responses The Board discussed individuals to reach out to	Reach out to individuals identified	Tom/Pamela
Book sale storage shed?	The Board discussed options for space to sort and store book sale books		
NEH Infrastructure grants	NEH call for infrastructure grant proposals (matching grant) deadline is in mid-March.	Review the grant call and discuss applying	Jason and Tom
Public Comments	none		
Next Meeting			
Adjournment	Jason made the motion to adjourn, Sharon seconded it. Meeting adjourned at 8:27 pm		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – February 26, 2018**

**Programming**

Past and Ongoing:

**Genealogy group** – January: not held, February:  
**Stoughton/Evarts book delivery ongoing** – 8 people  
**Spanish class** –6-7 people, Nov 29, Dec 6 and Dec 13  
**Politics/Food Book Discussion:** Jan 9 pp, Feb 13: 4 pp  
**Knitting Group:** Jan 8, Jan 22, none on Feb 12  
**Learn to Play Mahjong** – 5-7 every week.  
**Book to Movie Club** Feb 21 “Hidden Figures”, 10 people read/watched, 6 people discussed

Upcoming

**Hunter Safety – March**  
**Painting Party fundraiser – March 17**

**Statistics**

August, Sept, Oct, Nov, Dec, Jan. (Jan 2017)

Adult & YA Circ: 1168, 987, 914, **964, 836, 840** (854)

Juvenile Circ: 726, 900, 829, **747, 713, 662** (856)

Audio/ebooks: 64/62, 46/42, 33/35, **48/41, 57/34, 48/31** (75/42)

ILL in/out: 69/29, 50/28, 55/34, **40/24, 32/23, 65/29** (54/30)

Reference Q's: 126, 81, 100, **52, 52, 87** (61)

Visits: 1661, 1497, 1871, **1494, 1188, 1358** (1379)

Computer Use: 238, 196, 227, **193, 163, 177** (187)

Wi-Fi connections: 367 network connections (336)

Meetings

VOKAL quarterly meeting was held the end of January. The State Library has taken over the courier service from GMLC and 11 new libraries are joining the service. They are working on a Koha update which would give the additional option for patrons to receive text messages for their chosen notices. There is a warning on the patron OPAC that standard messaging fees apply, and staff would need to alert patrons of this if they sign someone up in person.

The Windsor County Library Directors met at the end of January. We primarily discussed recruitment of volunteers and Board members, and how to sanitize the Library during times of extreme illness.

Ascutney Mountain Promise Community has received the grant funds and has started its work promoting Kindergarten Readiness for all Families. We are involved in the literary piece. The first phase of getting books into the hands of many has begun. Little Free Library boxes are being created for installation in Windsor, West Windsor, Hartland, and Weathersfield. This is a project that Christine has been investigating for a few years so it's nice to see it finally start to come to fruition.

Misc.

Fund Drive: We have received \$4928 in response to our 2017 mailing. This was more than we received in 2015 but less than we received in 2016.

In 2018, we will be revamping all of our forms and procedures manuals as this work is well overdue. This month, we are starting with our volunteer application and manual.

Librarians of the Upper Valley Coop – This is a group of librarians from VT and NH who host quarterly meetings to discuss topics of interest and also share a rotating collection of audiobooks. At a cost of \$350 for the initial share then \$100 annually, it is peaking our interest. Christine plans on attending the next meeting in March to find out more and see if this is something we want to join.

Every day I continue to be amazed at the diverse talents of our staff. The other day I watched as one of our staff members was able to communicate to a member of the deaf community in a way that the rest of us can't. And while the rest of us try hard to make him feel welcome, it is clear that her communication really does make a huge difference to him! We have amazing staff!

The meeting room has seen quite a bit of use this year. It is being used regularly by the Windsor Quill writing group, the Spanish Conversation Class, and the Genealogy group as well as by tutors looking for a quiet space to help their students. It has also been used by a few non-profit groups as well, including the Energy Action Network. It has truly been a great addition to the Library space, allowing other folks to work upstairs while these groups take place.

# Monthly Youth Library Report

February 2018

## Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime - Jan 31, Feb 7, 14, 21	40
➤ After School Group – Jan 31, Feb 14 (2/7 snow day, 2/21 vacation)	29
➤ RPG teen group	~5-6 weekly
➤ WECEC outreach (1/29, 2/12)	36
➤ Biweekly visits from 4 <sup>th</sup> grade (2/2, 2/16 – cancelled due to weather)	56
➤ Monthly Kindergarten visit (1/29)	35

## Special Programs:

➤ Estimation game – weight of coal in ounces and/or grams	12
➤ 3Doodle pens 1/20, 2/10, 2/23	7

## Upcoming Programs:

- Estimation Game | What's in the bubble gum container/write answer in haiku format | runs through month of February
- 3Doodle pens 3/17, 3/31, 4/14, 4/20

## Acquisitions since last meeting:

➤ Juvenile materials	23
➤ Young Adult materials	4

