

Windsor Public Library Board of Trustees

Minutes: July 24, 2017 – 7:00 PM

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley (minutes), Sharon Besso, Nicole Willey, Sara Norris, Christine Porter (Director)

Library Trustees: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley, Donna Palatucci, Sharon Besso, Kathy Marsh, Nicole Willey, Sara Norris
 Ex-Officio: Ruth Doiron – Friends, Deb Ouelette – Town Treasurer

Agenda Item	Key Discussion Points	Action Items	Responsible
Call to Order	7:20 pm		
Changes / Additions to Agenda	None		
Approval of June 26, 2017 Minutes	Motion made by Sharon, seconded by Sara; approved		
Correspondence In/Out	None		
REPORTS			
a. Friends of Windsor Library b. Library Director and Children's Librarian	a. Friends did not hold a meeting in July b. Christine attended the VOKAL meeting which focused on the new Inter-library loan system that will go into place in August. She noted that the new system will be much more patron friendly.		

<p>c. Events / Programming</p>	<p>State E-rate application for FY2016 has finally been approved.</p> <p>See report for more details.</p> <p>c. There has been great children's programming over the past month and more to come in the upcoming month.</p> <p>Tried a Starlight Storytime as suggested multiple times by the community and 3 attended. Will try for a few months and could try an earlier time in the evening.</p> <p>Programs with adults; see Report The WPL hosted the Windsor County Regional Director's Meeting in the newly renovated space in the basement.</p>		
<p>d. Treasurer / Accounts</p>	<p>Reviewed Profit & Loss Budget vs. Actual</p> <p>Interlibrary Loan Postage seems high</p> <p>Reviewed Mascoma Wealth Management Quarterly Report</p>	<p>Check</p>	<p>Christine</p>

e. Building Maintenance	<p>Reviewed Balance Sheet</p> <p>Renovation update: Discussed estimated final anticipated costs for the basement renovation (including bathroom window).</p> <p>Discussed furniture to move into the renovated rooms.</p> <p>Move table from Welcome Center</p> <p>Maintenance: Roof repairs on flat roof: The puncture in the membrane has been repaired. The flashing still needs to be repaired (to solve the immediate problem) versus a complete repair of the flat roof (much more expensive and longer lasting repair). We will discuss options at a future meeting when basement renovation is complete.</p>	<p>Withdraw \$15,000 from Mascoma Wealth Account</p> <p>Request that Nick move the table</p>	<p>Tom</p> <p>Jason</p>
OLD BUSINESS			

Board Treasurer	Discussed potential candidates for position.		
August 3 rd Open House Planning	Photo-collage of the renovation Press release needs to be written and sent out. Coordinate refreshments, paper products; Put new lawn furniture out	Write press release Distribute the press release Initiate communication Set up the night of the event	Tom Christine Sara
NEW BUSINESS	Snapdragon event; tentative date in November; needs to be confirmed.		
Public Comments	None		
Next Meeting	August 28, 2017, 7pm		
Adjournment	8:49 pm: Motion made by Ham, seconded by Jason; approved		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – July 24, 2017

Programming

Past and Ongoing:

Genealogy group – July 3 - 3 people
Stoughton/Evarts book delivery ongoing – 10 people
Spanish class – 7-8 weekly
Politics/Food Book Discussion: July 11 – 9 people
Knitting Group: June 26, July 10 – 3 people
Adult Book Discussion – July 18 – 4 people
Pollinator Festival – July 1 - 21 Adults, 2 kids
Bike Maintenance Workshop: July 10 - 14 people
Green Cleaning: 0 people
Non Violent Communication: – class #1: 1 person
Movie Nights at Cheese Board: Friday evenings starting June 16 – attendance unknown

Upcoming

Peace Corps speaker Michael Wanigasekera – July 27
Library Open House – August 3
Perseid Meteor Shower – August 12

CLOVER (Collaborative Libraries Of VERmont). The 1st and utilizes AutoGraphics' SHAREit software to power the antiquated VALS system that we have been using to should immediately notice the ease of use of the system. process of borrowing materials from other libraries will be with CLOVER, though in the beginning, I expect to see transition to the new system, as information about the Libraries has been slow to come out. This new system will also allow us to increase patrons' access to resources through patron initiated holds and requests, especially those patrons who don't get into the library regularly. This in turn increases the value of the library in our community. The current librarian mediated model creates a barrier to many and our ILLs in this state are quite low compared to other states where patrons have the ability to request materials directly. We are hopeful that training videos for the new system as well as a test site will be available sometime early this week.

Fundraising

As of today, our Summer Corporate Appeal has raised \$2,100. Many thanks to our corporate donors.

Misc.

Statistics

Jan, Feb, March, April, May, June (June, 2016)

Adult & YA Circ: 854, 852, 892, **932, 1019, 967** (933)

Juvenile Circ: 856, 634, 820, **890, 736, 783** (689)

Audio/ebooks: 75/42, 50/41, 53/43, **44/51, 46/50, 35/31** (104/28)

ILL in/out: 54/30, 50/29, 51/38, **50/31, 59/31, 53/22** (66/21)

Reference Q's: 61, 74, 80, **92, 58, 77** (90)

Visits: 1379, 1257, 1421, **1493, 1516, 1448** (1687)

Computer Use: 187, 153, 208, **206, 192, 175** (251)

Wi-Fi connections: 445 network connections (443)

Feel Good Story of the month

A patron stopped in to thank us for all of the help we gave him over the last month during his job search. He just got a teaching job in Alaska and he attributes that as a direct result of the help we gave him submitting forms online, scanning documents, reviewing cover letters, and similar job assistance tasks. While we hate to see anyone leave Windsor, we are glad we could help him pursue his dream.

Meetings

Windsor Public Library hosted the Windsor County Regional Directors' meeting. We had the pleasure of meeting our new statewide consultant for library directors and trustees, Lara Keenan. Topics discussed included keeping volunteer training fresh, the new ILL system, resource sharing, running staff meetings and performance evaluations, and updates on the new subject specific consultants at the State Department (as opposed to the old regional consultants).

Christine attended the VOKAL meeting on Friday, July 21. Much of the discussion centered on the new ILL system: system will go into effect August the network. CLOVER replaces date. From what I've seen, staff The VALS time-consuming simple, short, and straightforward delays in ILLs during the system from the Department of

The State E-rate application for FY2016 has finally been approved. We should see the credit on our Sovernet account on the next bill. We can either keep it as a credit or ask them to send a check for reimbursement. Christine recommends asking for a refund check as the amount will be equivalent to about \$1,800 (or three years of Sovernet bills). The application for FY2017 is still undergoing the approval process.

Christine is on vacation through August 4th. She will be in during the evenings that programs are scheduled.

Monthly Youth Library Report July 2017

Ongoing Programs:

- Wednesday Preschool Storytime
- RPG teen group
- WECEC outreach

Attendees

45
~10 weekly
~20 biweekly

Special Programs:

- | | |
|--|----|
| ➤ Tie Dye Day Saturday, July 1 st | 49 |
| ➤ Giant Jenga Wednesday, July 12 th | 16 |
| ➤ Bubbles and Hoops Friday, July 14 th | 23 |
| ➤ 3Doodle (3D drawing) July 15 th | 5 |
| ➤ Tie Dye for Bridging the Gap program July 17 th | 16 |
| ➤ Starlight Storytime July 17 th | 3 |
| ➤ 3Doodle July 19 th | 11 |
| ➤ Chocolate Olympics #2 Thursday, July 20 th | 28 |
| ➤ Estimation Game How many pen/pencils | 13 |

Upcoming Programs:

- 3Doodle | July 29th 10:00-11:00 and 11:00-12:00
- Estimation Game | How many things in the rattle | through month of July
- Electricity! Rebecca Haynes | August 4th
- Solar Eclipse Viewing | August 21 @ 1:24pm – 3:55pm | Get your certified safe glasses here!
- VT Reads 2017 Brown Girl Dreaming by Jacqueline Woodson | Ongoing all summer | Books still available!

Acquisitions since last meeting:

- | | |
|-------------------------|----|
| ➤ Juvenile materials | 12 |
| ➤ Young Adult materials | 3 |