

## Windsor Public Library Board of Trustees

Meeting Minutes: July 23, 2018

Attending:

Library Trustees: Tom Haushalter, Jacquelin Carty Janet Farley,  
Ham Gillett, Pamela Bagley (minutes), Donna Palatucci, Eleanor Clark, Jason Gaddis

Christine Porter (Library Director)

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:08 pm		
Changes / Additions to Agenda	Add Bereavement Policy Discussion to agenda.		
Approval of June 25, 2018 Minutes	Clarification about discussion of bereavement policy was suggested and made. A motion made by Jacquelin to approve the amended minutes; seconded by Donna. Motion passed.		
Correspondence In/Out	None.		
<b>REPORTS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
a. Friends of Windsor Library	No report.		
b. Library Director and Children's Librarian	Reviewed report. <ul style="list-style-type: none"> <li>• Noted that Cumberland Farms and Boston Dreams donated prizes for the summer reading program.</li> <li>• Received historic photographs from Betsy Manlove (great-great granddaughter of</li> </ul>		

<p>c. Events / Programming</p> <p>d. Treasurer / Accounts</p> <p>e. Building Maintenance</p>	<p>Charles Callahan Perkins and William M. Evarts).</p> <ul style="list-style-type: none"> <li>• Noted great attendance at the children's programs.</li> <li>• See Director's Report and Monthly Youth Library Report for more details.</li> </ul> <p>Reviewed and discussed the Library's Profit &amp; Loss Budget vs. Actual and the Balance Sheet.</p> <ul style="list-style-type: none"> <li>• Library sign repair is in progress.</li> <li>• The Library gardens look beautiful thanks to Diane and Janet.</li> <li>• The picture rail was hung in the archive room, the meeting room, and the new basement hallway.</li> </ul>		
<b>OLD BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
<p>Furnace Room project: Updates on funding, scope, timeline</p>	<ul style="list-style-type: none"> <li>• Discussed furnace room project and completing the funding in addition to the funds already received.</li> <li>• A motion made to authorize funds to be withdrawn from the investment account to cover the remaining balance for replacing the furnace. The motion was made by Donna and seconded by Ham. Motion passed.</li> </ul>		
<b>NEW BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>

Bereavement Policy Discussion	To prepare for future in depth discussion of the Bereavement Policy the Board should review what we have in the Trustee's Manual as well as examples from other local libraries have. We'll discuss in future meetings.	Get copies of other local libraries bereavement policies.	Christine
Fundraising discussion	Discussed need for itemizing and coordinate tasks surrounding the corporate and individual appeal.		
Fall fundraising: Check-in on Fireside Frolic	The second Fireside Frolic is scheduled for November 17, 2018 at the Windsor Mansion Inn. Next month we'll plan this in more detail.	Approach Carlos (Fry Daddy) about performing at the Fireside Frolic	Ham
		Generate initial list of possible silent auction items/event	Tom
Individual Appeal	Individual appeal mailing date is October 22, 2018. Discussed how to prepare for this and generated a list of action items.	<ul style="list-style-type: none"> <li>• By Sept. 17: Generate mailing list and send to Board the week before the Sept 24<sup>th</sup> Board Meeting so it is ready to review at that meeting.</li> <li>• By Sept. 24: Draft appeal letter for review</li> <li>• By Oct. 1: Order envelopes (peel-back),</li> </ul>	Christine
			Tom
			Christine

		inserts, and postage stamps by Oct 1. <ul style="list-style-type: none"> <li>• By Oct. 8: Prepare flier about the Fireside Frolic to include in mailing. Also prepare posters and tickets for the event.</li> <li>• By Oct. 15: send appeal letter to the printer</li> <li>• Oct. 22 (Regularly scheduled Board Meeting): stuff envelopes</li> <li>• Follow-up e-mail early Jan (by Jan 7)</li> </ul>	Tom  Tom  Board of Trustees  To be sent from Library account; Tom will help draft.
Budget preview <ul style="list-style-type: none"> <li>• Petition already?</li> </ul>	Discussed suggestion to get the budget done earlier this year in order to have the petition to be on the town ballot out earlier.		
Public Comments	None.		
Next Meeting	Monday, August 27, 2018		
Adjournment	Motion made to adjourn meeting by Ham, seconded by Donna.  Meeting adjourned 9:01.		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – July 23, 2018**

**Programming**

*Past and Ongoing:*

**Genealogy group** – July 2 - 6 people  
**Stoughton/Evarts book delivery ongoing** – 8 people  
**Spanish class** – 7-8 people weekly  
**Politics/Food Book Discussion:** July 10 – 3 people  
**Knitting Group:** every other Monday – 3-5 people  
**Learn to Play Mahjong** – 4-6 weekly  
**Book to Movie Club** – July 18 – 2 people

**Upcoming:**

**Book Club at Cedar Hill Nursing**  
**Pet Therapy Certification info session – August 15, 5pm**  
**Drumming workshop, TBA**

**Statistics**

**Jan, Feb, Mar, April, May, June** (June, 2017)

Adult & YA Circ: 840, 869, 981, **893, 802, 1020**  
(967)

Juvenile Circ: 662, 720, 869, **782, 746, 523** (783)

Audio/ebooks: 48/31, 75/54, 60/38, **61/44, 73/50, 51/53** (35/31)

ILL in/out: 65/29, 46/46, 65/33, **51/33, 38/29, 38/36**  
(53/22)

Reference Q's: 87, 64, 84, **65, 54, 68** (77)

Visits: 1358, 1192, 1588, **1522, 1719, 1778** (1448)

Computer Use: 177, 160, 198, **209, 206, 263** (175)

Wi-Fi connections: 440 network connections (445)

**Misc.**

To date, our Summer Corporate Appeal has raised \$2244.00.

The Rock Scavenger Hunt continues to be a big draw. Though in recent weeks, we have had an issue with rocks being taken – mostly in Paradise Park. We continue to replace them as we can so that all can participate. The hunt runs through August 20<sup>th</sup>

Many thanks to Cumberland Farms and Boston Dreams for donating prizes for our summer reading program.

We were excited to arrange “Fishing with the Governor” as part of the Governor’s visit to Windsor. Sadly, the weather did not cooperate.

We received some photographs from Betsy Manlove (Elizabeth Evarts Manlove), great-great granddaughter of Charles Callahan Perkins and William M. Evarts on her mother's side. These include:

- A framed photograph of WM Evarts' house (Snapdragon Inn). It shows the house with an uncovered porch running between the large porch on the west side of the house and the smaller one on the south side. Her mother said it looked like that when she was a child.
- A framed photographic reproduction of a pencil drawing of WM Evarts which has the initials "WH" (I think) and the date 1870.
- A framed photographic reproduction of an image of Helen Minerva Wardner Evarts. It is black and white and it is hard to tell if the original was black and white or color and whether it was drawn or painted.

**Feel good story of the month:**

We have a volunteer by the name of William who comes in once or twice a week to shred paper. This has been a valuable job to him as it makes him feel like a valued member of our community, and he looks forward to coming. One can always tell when he is having a great day, because he will tell you he is “perfect!” He almost always comes in with a story to share, whether it be about his new shoes, or the wild deer he saw in the road. His caretaker tells us that coming to the Library to shred is William’s most favorite thing to do!! And when he’s having a tough day, the mere mention of coming here perks him right up! He perks us up too and we are glad to have him with us!

# Monthly Youth Library Report

## July 2018

### Ongoing Programs:

- Wednesday Preschool Storytime (6/27, 7/11, 7/18)
- After School Group
- RPG teen group
- WECEC outreach (7/2, 7/16)
- Biweekly visits from 4<sup>th</sup> grade
- Monthly Kindergarten visits

### Attendees

39  
summer vacation  
~5-6 weekly  
43  
summer vacation  
summer vacation

### Special Programs:

- Measurement Day – metric measurements (6/28) 9
- 3Doodle pens (6/29) 1
- 3Doodle pens (7/7) 0
- Tie Dye II for Bridging the Gap (7/9) 30
- Rock painting (7/13) 26
- Chocolate Olympics #3 (7/19) 40
- 3Doodle pens (7/20) 5

### Upcoming Programs:

- Sound bingo (7/26)
- 3Doodle pens (7/28)
- Fossil Exploration (8/10)

### Acquisitions since last meeting:

- Juvenile materials 7
- Young Adult materials 1

