

Windsor Public Library Board of Trustees Meeting Minutes

Date: July 22, 2019
Time: 7:00 PM
Location: Windsor Public Library meeting room

In Attendance

Library Trustees: Jacquelin Carty(x), Eleanor Clark, Janet Farley, Ham Gillett, Donna Palatucci, Kathy Marsh(x), Vi Welker, Mike Welker

Staff: Christine Porter, Library Director

Members of Public: Kate Gibbel

Absent (x)

Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair, Deb Ouelette – Town Treasurer

Agenda Items: Call to Order: 7:07 pm

Changes or Additions to the Agenda

- Card for Kathy Prevo – Did all Board Members/Library Employees sign?
- Zach Husband
 - It was communicated to the Board that he is in the hospital and was diagnosed with a neurological disease which will involve a long recovery period.
 - Card was obtained and passed around for Board Members to sign.
- Agenda item added for discussion: Food being found in library.
- Agenda item added for discussion: Compost Class (in lieu of changes coming in 2020).

Approval of Minutes June 24, 2019

- Ham makes motion to approve, Vi seconds; motion carries.

Correspondence In/Out

- None

Reports

- a. Friends of Windsor Library
 - Do not meet June-August
 - Check received for our portion of Book Sale
 - Took over their portion of copier lease
- b. Library Director and Children's Librarian
- c. Finance Committee

- Christine to send Corporate Mailer update displaying 2018/2019 YTD comparison.
- Letter to large Corporate Donor
 - Christine to compose.
 - Will notify of the departures of both Tom & Jason from the Board.
- d. Public Relations Committee
 - Valley News will be running article about Little Free Library
- e. Development Committee
 - Annual Event
 - Met w/Bob Haight on 7/18 to discuss fall fundraiser.
 - \$100-\$150 rate for space.
 - Can comfortably fit 120-130 inside.
 - Bob will be adding a 2nd Portable Toilet prior to event.
 - We need to add a handicap accessible one.
 - Have already gotten 2 rates, will call back asking for discount/donation.
 - Entertainment
 - Pivoting from Contra-Dance to Family Dance.
 - Vi to talk to Chris Curtis regarding music opening act.
 - Name/Marketing for event ideas proposed:
 - Summer Sendoff
 - Say Goodbye to Summer
- f. Building and Grounds
 - Hose & Spigot issues
 - Hose issue remedied by Joe Citro
 - Joe recommended a plumber for the spigot that stated he would do the work in kind if we provided the parts.
 - Lighting in office flickering
 - Ballasts needed to be replaced.
 - Previous lights not properly installed.
 - Air Conditioner now fixed
 - Volunteer cleaning day for Library scheduled for 8/24

Old Business

- a. Trustee Manual Review - Emergency/Disaster Plan – table but create subgroup to review with Christine
 - Ham makes motion to table discussion until after Fall Fundraiser, Vi seconds; motion carries.
- b. Strategic Plan, Goals for 2019

Goal 7: The WPL will work closely with the area schools and businesses in order to provide better service and educational support, and enhance partnerships.

- Partnership with Yummy Yummy

Goal 8: The Windsor Public Library will provide a timely, balanced and pleasing collection of materials for all ages.

c. Board vacancy

- Kate Gibbel was invited to attend 7/22 meeting and expressed interest in becoming a Board member.
- Ham makes motion to elect Kate Gibbel to board, Vi seconds; motion carries.

New Business

a. Fall Frolic

- Board in agreement to use "Summer Sendoff" as the event name for 2019 fundraiser.
- To-Do Items
 - Create tickets from template (Vi/Christine)
 - Create flyers (Vi/Christine)
 - Raffle Tickets 50/50 (Mike)
 - Bracelets If BYOB (Mike)
 - Music (Ham)
 - Non Alcoholic Drinks - Contact Coca-Cola (Mike)
 - Water (Mike)
 - Baked Goods – Ask the Friends to contribute (Donna/Jacquelin)
- Ticket Prices
 - Determined that \$15 was the price for 2019 event.
 - 12 & Under By Donation
- Silent Auction
 - Auction Idea Brainstorm (in addition to previous years' items)
 - Halloween Basket
 - An item from Mr. G's
 - Genealogical Research (WVHA)
 - Great River Outfitters
 - Produce Baskets (Local Farms)
 - Poetry/Writing Consultation (Kate)
- Looking to continue to pivot away from items when possible in favor of services rendered/experiences

b. Petitions for 2020 Town Meeting

- 2 petitions (150 Signatures Each)
 - Normal Petition
 - Petition that would set aside \$10k for emergency purposes.
 - Ham made motion to bring to a vote during August meeting regarding

whether Board should pursue, Janet seconds; motion carries.

- Discussion regarding using Summer Sendoff event as the starting point for collection of signatures.

c. Compost Class brought up for July 2020

- Board suggested that Ham conduct another presentation/workshop.

d. Food being found in library

- Has resulted in pests/rodents becoming an issue.
- Action Item:
 - Board in agreement that library will no longer be accepting bread deliveries, will instead request that they go to resource center.
 - If this does not resolve issue, will look at initiating a no-food policy.

Public Comments

Next Meeting Monday, August 26, 2019

Adjournment: Vi makes motion to adjourn, Ham seconds; meeting adjourned at 9:10 PM.

Windsor Public Library - Director: Christine Porter - Report to the Board of Trustees – July 22, 2019

Programming *Past and Ongoing:*

Genealogy group – 5 on July 1, 4 on July 13
Stoughton/Evarts book delivery ongoing – 7 people
Spanish class – 7-8 people weekly
Knitting Group: 2-6 people every other Monday
Learn to Play Mahjong – 3-6 people weekly
Book Club at Cedar Hill Nursing – 7 people

Passive Programs:

Adult Summer Reading Tic Tac Toe
Universe of Stories Passport to Adventure

Upcoming:

Author visit by Kathrin Hutson Sept 21
Hunter Safety October 8th-26th

Statistics

Jan, Feb, Mar, Apr, May, June (June, 2018)

Adult & YA Circ: 950, 737, 975, 882, 864, 776
(1020)

Juvenile Circ: 721, 590, 738, 549, 690, 411 (523)

Audio/ebooks: 82/75, 69/57, 68/64, 65/47, 58/32,
60/49 (51/53)

ILL in/out: 60/32, 38/40, 70/39, 47/41, 46/35, 39/39
(38/36)

Reference Q's: 44, 93, 72, 58, 58, 76 (68)

Visits: 1525, 1307, 1591, 1578, 1757, 1542 (1543)

Computer Use: 266, 287, 230, 210, 206, 225 (263)

Wi-Fi connections 437 network connections (440)

Corporate Fund Drive

The Corporate mailing has received \$2,725 in donations.

Volunteer Update

We say goodbye to Amy Robillard as she prepares to move to PA, and to Matt Fisher and Elena Preece as they prepare to leave for college. They have all been wonderful assets to the front desk and we will miss them. We welcome Ruth Tichnor as our new Monday afternoon volunteer, Calais Mustoe as our Thursday afternoon volunteer (for the summer) and Phil Barton as our new Friday morning volunteer. We are searching for a volunteer for Tuesdays from 4-6pm, and Thursdays from 11-1, as well as some folks to be trained and used on an as-needed basis.

Technology Update

Our computers are starting to show their age and are increasingly having more problems. In addition, Windows 7 is no longer being supported by Microsoft as of January 2020, so we will need updates on the four public use computers, as well as the staff computers. Christine has started applying for grants and other programs with the hope of receiving either discounted or free computers.

Vermont Dept of Libraries Passport Program

The Department of Libraries is once again running their Passport to Libraries program. We have seen an upswing in the number of people participating in this program this year. People love hearing the history of our building and receiving a stamp from our old fashioned logo embosser on their passport pages!

Little Free Libraries

The first Little Free Library box was installed in front of Stoughton House. A ribbon cutting celebration was held on Friday, July 19. A box will be installed in Hartland as well, as soon as we find someone to help us install it. Additional boxes have been created for Weathersfield and West Windsor, and we are finalizing locations for those boxes.

Feel Good Story

Summer Reading always seems to bring folks visiting from other towns and in some cases other states. They see our programs in the paper and decide to come and check it out! Our Library has been particularly comforting for one family whose father just left for Afghanistan. They stopped in the day after he left as a nice distraction while Dad is away serving our country. As a result of the great time they had, they have been coming back for every program we have had!

Building Maintenance Report – July 22, 2019

As folks tried to water the gardens, it was discovered that there were some issues with the hose and spigot outside. The hose issue was remedied by Joe Citro (thanks Joe!). He has a recommendation for the spigot and said that the plumber working on his house would do the work for us here in kind as long as we provide parts.

The lighting in the office started flickering on and off. Stoney Electric was called and came out the following week. The ballasts needed to be replaced. We were told that the previous lights were “jury rigged” and he showed how the permanent light fixture was ignored and a spot for one single bulb was created underneath the existing structure for each ballast. They removed that added portion and fixed the actual lighting structure.

The air conditioner is now fixed and all is well. Just like in the winter, there were issues with air flow, but GMP continued to adjust to our satisfaction. They will also review heating flow in the winter since, upon asking, we informed them that the flow never seemed quite right. Arnie wants us to be happy with the entire project.

For some time, we have been discussing having a volunteer cleaning day for the Library. We are scheduling this day for Saturday, August 24 – and promoting as a back to school, back to the Library event.

Monthly Youth Library Report

July 22, 2019

Ongoing Programs:

Attendees

- Wednesday Preschool Storytime (6/19, 6/26, 7/3, 7/10, 7/17) 62
- Wednesday After School Group (summer vacation)
- RPG teen group Wednesdays at 5:00 ~ 4-6 weekly
- WECEC outreach (6/17, 7/1, 7/15) 69
- Biweekly visits from 4th grade (summer vacation)
- Monthly Kindergarten visit (summer vacation)

Special Programs:

- Tie Dye Day 6/22/19 24
- Tie Dye Day for Bridging the Gap 6/24/19 22
- BreakoutEDU problem solving game:
 - 6/27/19 Grades 1-4 3
 - 7/5/19 Rec Center Camp Kids 11
 - 7/10/19 Grades PK-2 3
 - 7/12/19 Grades PK-2 (again x 2) 6
- 3D Pens 6/29/19 6
- 3D Pens 7/8/19 0
- VINS StarLab -7/18/19 56

Upcoming Programs:

- Pottery with Mark 7/20/19 at 10:00am
- BreakoutEDU problem solving game:
 - Grades 5 and up – 7/24/19 at 1:00pm
- Stomp Rockets with Rebecca, the Super Science Lady 8/9/19 at 10:00am

Acquisitions since last meeting:

Juvenile materials: 29
Young adult materials: 5