

## Windsor Public Library Board of Trustees

Minutes: June 26, 2017 – 7:00 PM

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, Pamela Bagley (recorder),  
Sharon Besso, Kathy Marsh, Nicole Willey, Christine Porter (Library Director)

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

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:36 pm		
Changes / Additions to Agenda	Add discussion of Library Open House to New Business		
Approval of Minutes	May 22, 2017 Motion made by Ham, seconded by Kathy; motion passed		
Correspondence In/Out	None		
<b>REPORTS</b>			
a. Friends of Windsor Library	No report		
b. Library Director and Children's Librarian	<ul style="list-style-type: none"> <li>• Library will be hosting the Windsor County Regional Directors Meeting in the newly renovated space on July 20.</li> <li>• Book sale: lots of volunteers, great event;</li> <li>• Promise Communities group hosted a table in on the Green on Alumni Day to get suggestions from parents about programming they would like for the library.</li> </ul>		

	<p>On frequent suggestion was a story time event in the evening for families with working parents. Will try a "Starlight Storytime" on July 17. See report for more details</p>		
c. Events / Programming	<ul style="list-style-type: none"> <li>• Lots of summer programming this summer with the theme "Building a Better World"</li> <li>• Summer reading program well underway</li> <li>• Sara had first two programs last Friday</li> </ul> <p>See report for more details</p>		
d. Treasurer / Accounts	<ul style="list-style-type: none"> <li>• Reviewed Treasure's Report (WPL Profit &amp; Loss vs. Actual, WPL Balance Sheet)</li> <li>• To pay construction costs we will withdraw \$5,000 Mascoma Wealth, as planned.</li> <li>• Construction costs will be accounted for as part of building improvements.</li> </ul>		
e. Building Maintenance	<ul style="list-style-type: none"> <li>• DVD shelving which collapsed will be shored up (it had been pulled apart by the wire rack)</li> <li>• Flat roof in the back of the library has been leaking, repair options are being priced</li> <li>• Leak has also been seen after rain by the Children's Room door</li> </ul> <p>Renovation update</p> <ul style="list-style-type: none"> <li>• Discussed shelving for renovated front room in the basement</li> <li>• By July 1, we can start to furnishing renovated rooms; will have table moved back from the Welcome Center</li> </ul>		

	<ul style="list-style-type: none"> <li>• Need volunteers to clean newspaper shelves, then they will ready for historic newspapers to be moved back to the library</li> </ul>		
<b>OLD BUSINESS</b>			
Corporate Appeal	Donations are slowly trickling in. Discussed personally following up with select corporate donors to encourage donations.		
Board Treasurer	<ul style="list-style-type: none"> <li>• Discussed potential nominees for new treasurer and ways to attract interest; could put out a call in Tom's newsletter and Front Porch; will also see if there is a Board member who could do it</li> <li>• The treasurer spends 3-4 hours a month on treasurer responsibilities; the systems are set up and running pretty smoothly; requires basic knowledge of QuickBooks</li> </ul>		
<b>NEW BUSINESS</b>			
Backyard Sitting Area construction	<ul style="list-style-type: none"> <li>• Anchors for the outdoor chairs have been ordered, plaques will be ordered soon.</li> <li>• Chairs and bench will be set up around back yard.</li> </ul>		
New item: Plan date for open house to show renovated rooms and outdoor furniture	Thursday, August 3 at 6:00 pm was proposed as a date	Plan event (food, displays, invitations)	Subcommittee (Donna, Kathy, Sarah Norris)

Public Comments			
Next Meeting	July 24, 2017, 7pm		
Adjournment	9:13 Ham motion, Nicole second		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – June 26, 2017**

**Programming**

Past and Ongoing:

**Genealogy group** – June 5 - 4 people

**Stoughton/Evarts book delivery ongoing** – 10 people

**Spanish class** – 7-8 weekly

**Politics/Food Book Discussion:** June 13 – 6 people

**Knitting Group:** May 22, June 12 – 3 people

**Composting Workshop** – June 7 – 42 people

**Adult Book Discussion** – June 20 – 5 people

**Pajama Night for Promise Communities** – 7 Adults, 6 kids

Upcoming

**See attached listings of Summer Reading Programs**

**Statistics**

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

Adult & YA Circ: 1002, 854, 852, **892, 932, 1019** (908)

Juvenile Circ: 706, 856, 634, **820, 890, 736** (587)

Audio/ebooks: 56/42, 75/42, 50/41, **53/43, 44/51, 46/50** (67/51)

ILL in/out: 37/19, 54/30, 50/29, **51/38, 50/31, 59/31** (35/15)

Reference Q's: 74, 61, 74, **80, 92, 58** (109)

Visits: 1238, 1379, 1257, **1421, 1493, 1516** (1453)

Computer Use: 188, 187, 153, **208, 206, 192** (259)

Wi-Fi connections: 387 network connections

(378)

**Meetings**

Christine attended the VLA Board retreat on Wednesday, June 14<sup>th</sup>, in preparation for her new role as membership chair.

For the first time since their inception, Windsor Public Library will host the Windsor County Regional Directors' meeting in July. Previous to construction, we did not have enough space to be a host so it is exciting to become a location to be used in this manner. Christine has also

informally taken over as coordinator of these meetings since Amy Wisheart's departure from Hartland earlier this year. Christine invited Lara Keenan, the new statewide consultant for library directors and trustees, to attend.

**Fundraising**

As of today, our Summer Corporate Appeal has raised \$725.

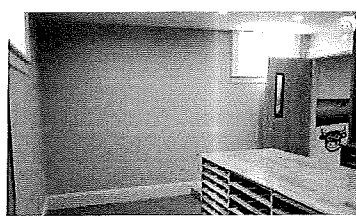
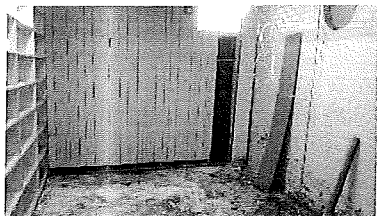
The Book Sale raised \$1695.50. The Friends wrote us a check for \$847.75. It was a terrific day with a steady flow of people. Many thanks to all who came out and helped on both Friday and Saturday.

**Misc.**

Christine will be on vacation from July 24<sup>th</sup> to August 4<sup>th</sup>. She will be in during the evenings to run scheduled programs.

Melissa will be on vacation from July 16<sup>th</sup> to July 20<sup>th</sup>.

During Alumni Day, our Promise Communities group hosted a table in the common and asked for feedback on what parents would like to see in Windsor. There were multiple requests for an evening storytime for working families. As a result of that feedback, we are experimenting with a "Starlight Storytime" program to debut in July. Other requests were for more "family" programming that every member of the family can enjoy.



## Monthly Youth Library Report

June 2017

### Ongoing Programs:

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

### Attendees

67  
58  
~10 weekly  
~20 biweekly

### Special Programs:

- Take - Away S.T.E.M. Kits
- Estimation Game | What is it?
- Build IT Saturday June 3<sup>rd</sup> – Air Cannons
- June 23<sup>rd</sup> – 3Doodle (3D drawing)
- June 24<sup>th</sup> – Learn to Fish

1  
4  
1  
5  
24

### Upcoming Programs:

- Tie Dye Day | Saturday, July 1<sup>st</sup> 10:00am
- Giant Jenga | Wednesday, July 12<sup>th</sup> 2:00pm
- Bubbles and Hoops | Friday, July 14<sup>th</sup> 2:00pm
- 3Doodle (3D drawing) July 15<sup>th</sup> 10:00 – 12:00pm
- Starlight Storytime | July 17<sup>th</sup> 7:00 – 7:30pm
- 3Doodle | July 19<sup>th</sup> 2:00 – 4:00pm
- Chocolate Olympics #2 | Thursday, July 20<sup>th</sup> 2:00pm
- 3Doodle | July 29<sup>th</sup> 10:00 – 12:00pm
- Estimation Game | How many pencils/pens? | through month of June
- VT Reads 2017 Brown Girl Dreaming by Jacqueline Woodson | Ongoing all summer | books available!

### Acquisitions since last meeting:

- Juvenile materials
- Young Adult materials

15  
2