

Windsor Public Library: Board of Trustees Meeting Minutes

June 25, 2018

Attending: Tom Haushalter, Jacquelin Carty, Eleanor Clark, Jason Gaddis,
Ham Gillett, Pamela Bagley (minutes), Donna Palatucci, Kathy Marsh, Christine Porter (Library Director)

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:11 pm		
Changes / Additions to Agenda	Add discussion about petty cash to New Business		
Approval of Minutes	Jason moved to approve the May 21, 2018 minutes, motion was seconded by Ham. Motion carried.		
Correspondence In/Out	None		
REPORTS	Discussion Summary	Action Items	Responsible
a. Friends of Windsor Library b. Library Director and Children's Librarian c. Events / Programming	<ul style="list-style-type: none"> • Successful book sale was held • The first Promise Communities event, <i>Spring Into Summer</i>, was held • <i>Rocks of Windsor</i> is getting a lot of attention across the community. Christine is hearing positive things from community people who aren't regular library users. One family who just moved here said this event is helping them to meet others in the town. • Corporate fund drive has raised over \$1000 so far • eRate discount has been received from the state • Lots of programming coming up, see Director's and Children's Librarian's report for details • 		

d. Treasurer / Accounts	<ul style="list-style-type: none"> • Reviewed Profit & Loss Budget vs Actual report • Discussed how we could encourage more local businesses to donate to the corporate appeal. • We should use targeted follow-up calls after mailing. • Clarification made of miscellaneous expenses 	<ul style="list-style-type: none"> • E-mail list of donors to Trustees • Coordinate follow-up 	<ul style="list-style-type: none"> • Christine • Tom and Ham • Jason
e. Building Maintenance	Picture rail should be installed tomorrow. Sign posts will be repaired soon	<ul style="list-style-type: none"> • Contact Diane about moving flowers 	
OLD BUSINESS	Discussion Summary	Action Items	Responsible
Book Sale	<ul style="list-style-type: none"> • Raised more funds this year than ever in memory • A lot went well, our organization is getting better • Still room to make it go more smoothly. This effort should be coordinated with the Friends. 	<p>Schedule meeting with Trustees and Friends reps to develop</p> <p>Create a working draft for project planning for book sale</p>	<p>Tom</p> <p>Eleanor</p>
Library Sign	Should be repaired shortly.		
Furnace Room project	Discussed components of this project (renovating space, insulation, furnace, air conditioning) and whether it can be broken up, if it should be broken up into separate projects, and funding for the project.		
NEW BUSINESS	Discussion Summary	Action Items	Responsible
New Trustee?	Discussed a recommendation for a new Trustee.		

Bereavement/Sick Time policy review	There is not a bereavement policy that we know of. Unless we can find a policy, the Trustees will determine this on a case-by-case basis.	Draft a guide to taking sick time, bereavement time, etc.	Jacquelin
Petty cash	Use of petty cash is not always clearly recorded which is causing accounting issues. Christine will encourage staff and volunteers to be more diligent in recording transactions.		
Public Comments	None		
Next Meeting	Monday, July 23, 2018		
Adjournment	Ham made motion to adjourn the meeting, seconded by Donna. Meeting was adjourned at 9:36 pm		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – June 25, 2018

Programming

Past and Ongoing:

Genealogy group – June 4 - 6 people
Stoughton/Evarts book delivery ongoing – 15 people!
Spanish class –6-7 people weekly
Politics/Food Book Discussion: June 12 – 6 people
Knitting Group: every other Monday – 3-5 people
Learn to Play Mahjong – 4-6 weekly
Book to Movie Club - June 20 – 3 people

Upcoming:

Yo-yo club visits to Fiske Free Library and Bethany Birches Camp, Book Club at Cedar Hill Nursing Pet Therapy Certification info session
Drumming workshop

Statistics

Dec, Jan, Feb, Mar, April, May (May, 2017)

Adult & YA Circ: 836, 840, 869, **981, 893, 802** (1019)

Juvenile Circ: 713, 662, 720, **869, 782, 746** (736)

Audio/ebooks: 57/34, 48/31, 75/54, **60/38, 61/44, 73/50** (46/50)

ILL in/out: 32/23, 65/29, 46/46, **65/33, 51/33, 38/29** (59/31)

Reference Q's: 52, 87, 64, **84, 65, 54** (58)

Visits: 1188, 1358, 1192, **1588, 1522, 1719** (1516)

Computer Use: 163, 177, 160, **198, 209, 206** (192)

Wi-Fi connections: 471 network connections (387)

Misc.

Our book sale was a roaring success. We raised a total of \$1918.98. While not intentional, people were very excited to see the books left out for an additional day and considering all the work that goes into it, I was also glad they got to be out for a longer period of time. That day alone brought in \$152.50.

We held our first Promise Communities event in conjunction with the final Library afterschool program. The theme was “Spring into Summer”. Our afterschool kids were excited to spend time outside,

sharing stories, getting their faces painted, playing outdoor games, and receiving free prizes including books and slinky toys. A good time was had by all.

Our Libraries Rock scavenger hunt got off to a bit of a late start, but that didn't stop the excitement once it got underway! The buzz around town has been quite exciting indeed! It seems everyone has either heard about it or is participating in it. The hunt is also a good way to get word about the Library in the community as folks are finding rocks at random while shopping in our local businesses or just taking a walk down the street. We are seeing and interacting with long-time library patrons as well as folks we've never seen before – all excited to share their rock finds (or get clues as to where they can track down an elusive rock).

Our corporate fund drive has raised \$1069 to date.

We received our e-rate discounts for the 2017 year. Because we have been paying those funds up front while waiting for the discounts to be processed, we were credited \$1,776.00. We are now only waiting on the 2018 application to be processed. The State Library is currently moving offices, so it may be a while before they get the remaining paperwork submitted.

There has been a recent issue with the FiberConnect Wi-fi and it has been down since Thursday at all FiberConnect Libraries. The State has been working with the Agency of Digital Services to resolve the issue and hopes to have it back up and running by the end of today or sometime tomorrow.

Feel good story of the month:

Regarding the rock hunt, one family reports:

“My children and a few of their friends and I had a blast yesterday finding about 25 of these rocks. We spent about 8 hours total, meeting new people and just having a great time, and every time they found one, they were sooooo excited. This is such a great way to meet new people in town, and to get the kids out of the house and explore...

Monthly Youth Library Report

June 2018

Ongoing Programs:

Attendees

- | | |
|---|-------------|
| ➤ Wednesday Preschool Storytime (5/23, 5/30, 6/6, 6/13, 6/20) | 46 |
| ➤ After School Group (5/23, 5/30, 6/6, 6/13) | 65 |
| ➤ RPG teen group | ~5-6 weekly |
| ➤ WECEC outreach (6/1, 6/18) | 50 |
| ➤ Biweekly visits from 4 th grade (5/25, 6/8) | 92 |

Special Programs:

- | | |
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| ➤ Estimation game How many grains of rice? | 15 |
| ➤ Tie Dye (6/23) | 39 |

Upcoming Programs:

- Measurement Day – metric measurements (6/28)
- 3Doodle pens (6/29)
- 3Doodle pens (7/7)
- Tie dye day II (7/9)
- Rock painting (7/13)
- Chocolate Olympics #3 (7/19)
- 3Doodle pens (7/20)
- Sound bingo (7/26)
- 3Doodle pens (7/28)

Acquisitions since last meeting:

- | | |
|-------------------------|----|
| ➤ Juvenile materials | 20 |
| ➤ Young Adult materials | 2 |

