

Windsor Public Library Board of Trustees

Minutes: March 27, 2017 – 7:00 PM

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

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley (recorded minutes), Kathy Marsh, Nicole Willey, Sara Norris, Valerie Paavonpera

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:09		
Changes / Additions to Agenda	Move public comments earlier to accommodate a member of the public attending the meeting		
Approval of Minutes from February 27, 2017 Meeting	Ham moved/Kathy seconded; motion carried		
Correspondence In/Out	None to report		
REPORTS			
a. Friends of Windsor Library b. Library Director and	<ul style="list-style-type: none"> • Essay contest has been announced • Friends may need additional spaces to store books for annual book sale • Hunter safety meeting • Knitting group is ramping back up 		

	<ul style="list-style-type: none">• Annual services report completed for the Census• The Library, along with other community organizations, have received a grant to make Windsor a Promise Community• Half day school may impact children's programs• A new resource sharing system for ILL requests is coming (via the State Library)• Koha is getting a major upgrade this month; they look like good upgrades• Vermont Dept. of Libraries will consolidate their staff to a single facility in Berlin; they are working to build their staff back up and roll out a new vision; they want to hire new consultants (area specific, e.g. Youth, IT, etc.)• LSTA funding supports a lot of programs that The Library uses; the current budget proposed by President Trump cuts those funds• Issues about patrons paying for printing continued to worsen. A new policy has been implemented for staff to pick up print jobs; patrons pay		
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<p>Children's Librarian</p>	<p>before print jobs are delivered</p> <ul style="list-style-type: none"> • The Library will be participating in the School's Summer Camp Expo to tell about summer reading 		
<p>c. Events / Programming</p>	<ul style="list-style-type: none"> • Board game day next Sat. • New food group –the politics of food group has morphed into a politics group and a new group focusing on the food will roll out • Discussion about how new spaces in the library basement can be used (policies) and how use of the spaces will be publicized 		
<p>d. Treasurer / Accounts</p>	<ul style="list-style-type: none"> • Reviewed Reconciliations • Note that the Building Fund is not a checking account, so for payments to be made, money is transferred to the checking account; it is recorded as coming from the Building Fund because ultimately that is where the funds are coming from • Discussed if we should remove Charitable Gifts, 	<p>ACTION: Nicole and Christine will discuss this at</p>	<p>Christine and Nicole</p>

<p>e. Building Maintenance</p>	<p>Amazon Smile, and Memorial Donations from the budgeted income category? Should Charitable Gifts, Amazon Smile Donations, and Memorial Donations be consolidated into an unrestricted donations line item. Restricted donations would be deposited into the applicable expense account. Donations could be tracked using assigning a customer:job.</p> <ul style="list-style-type: none"> • Also discussed other ways of avoiding counting on restricted income that is uncertain • Reviewed Profit & Loss vs Actual Report. • Basement renovation continues • Scott Denyew has given a quote for cleaning brush up in back of the library; the Board agreed this should be done. 	<p>Will (QuickBooks Trainer) and we'll discuss this at the next meeting</p> <p>ACTION: check to see why payroll is running under budget</p> <p>Need to make decisions about carpet, paint color and furniture.</p>	<p>Nicole and Christine</p> <p>Jason will contact Pamela, Sharon, and Ham to set up a meeting</p>
<p>OLD BUSINESS</p>			

Child Safety Policy (Christine)	Vote on revised policy was postponed until next month's meeting		
Derby Fundraiser Event	Idea for a spring festival at the Windsor Mansion Inn on Sat, May 6, 2016 from about 2-6 pm culminating with the Kentucky Derby race. Would include family friendly lawn games, race bidding raffle, hat contest, the Inn would take care of food and appetizers. We would need to pull together raffle items.	ACTION: Need to solicit donations for items to raffle. Also think about a bluegrass band.	All board members
NEW BUSINESS			
May Corporate Appeal!	The May appeal for the past couple of years has been for something specific (e.g. the lawn chairs, basement renovations). Discussed if this should be done for this year.		
Fundraising event idea	Idea proposed for a Murder Mystery event at the Snapdragon Inn with proceeds for the Windsor Public Library. The Library would publicize the event. Overnight event— Sunday to Monday with dinner, breakfast, overnight stay, and cash bar. The Board thought that this is an idea worth pursuing.		

Public Comments	A community member would like to purchase WWII posters that he thinks are stored in the Library. He would like to display them with the eventual hope of creating a veteran's museum in Windsor. He would also like to donate some flags to the library that could be displayed on Veteran's Day and Memorial Day.	Determine if the posters are in the Library and if they belong to the Historical Society	Christine
Next Meeting	April 24, 2017 7pm		
Adjournment	8:55 pm Ham moved/Nicole second; motion carried		

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Programming

Past and Ongoing:

Genealogy group – 2 people

Stoughton/Evarts book delivery ongoing – 13 people

Spanish class – 7-8 weekly

Politics/Food Book Discussion: March – rescheduled due to weather

Knitting Group: Feb 27: 6 people, March 13 – 4-5 people

Adult Book Discussion – March 21 – 5 people

Hunter/Firearm Safety Course: 4 people

Upcoming

Board Game Day – April 1

New Food group – stay tuned for info...!

Statistics

Sept, Oct, Nov, Dec, Jan, Feb. (Feb, 2016)

Adult & YA Circ: 988, 919, 962, **1002, 854, 852** (830)

Juvenile Circ: 820, 913, 835, **706, 856, 634** (587)

Audio/ebooks: 36/17, 47/26, 54/66, **56/42, 75/42, 50/41** (46/28)

ILL in/out: 70/24, 60/20, 22/27, **37/19, 54/30, 50/29** (61/22)

Reference Q's: 75, 76, 58, **74, 61, 74** (41)

Visits: 1433, 1557, 1448, **1238, 1379, 1257** (1415)

Computer Use: 167, 181, 156, **188, 187, 153** (210)

Wi-Fi connections: 407 network connections (416)

Meetings

Sarah attended a meeting with Tiffany Cassano, principal of State Street School, about the possible changes to the school schedule, potentially affecting the after-school program here at the library.

Misc.

Christine completed the 2016 Annual Services Report to the US Census Bureau. The report is very

similar to the report that gets submitted to the State Library. A copy is available in the office for perusal.

The library was part of a grant application with several other organizations in town to make Windsor a “Promise Community.” The Promise Community Initiative provides supports to help community organizations to work together – including health, education, human services, and community planning. These collaborations should work to “improve the educational and developmental outcomes for children in their community.” Windsor organizations who are part of the steering committee include several departments within Mt. Ascutney Hospital, WSESU, Windsor County Partners, Building Bright Futures, One Care VT, Albert Bridge School, and the Windsor Library. The steering committee also includes child care providers and parents of young children to receive additional local input. The three goals we outlined on our application are:

- 1) Build capacity for the community to support families and childcare centers for children with challenging behaviors.
- 2) Provide a safe place where families can meet and participate in creative arts programs and fun family outings/events (art, theater, dance, movie nights, Kindermusic/Music for all, swim lessons, hiking/outing clubs) [*this is where the library can take a huge role*].
- 3) Create a partnership between the pediatric clinic and the local daycare facilities to provide three visits with the wellness coach for parents of 18 month olds with demonstrated benefits for the family as a result. Provide positive parenting for parents of 3 year olds, provide collaborative problem-solving for parents of 5 year olds, all with demonstrated benefits for the family as a result. Also offer best practice strong parent support groups/education in the community, such as Time to Connect, Learn, Grow Together and The Incredible Years.

Christine will be attending a two-day seminar and training on April 11 and 12th in Woodstock in preparation for our work as a new Promise Community!

The Department of Libraries signed a contract with AutoGraphics for our new resource sharing system. The details of the roll out of this system are in process and we have a tentative go live date of July 1, 2017. More details are forthcoming, but they are saying that this will be a leap into the 21st century from our old VOKAL system.

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Also being upgraded is our ILS (integrated library system), Koha. We will be receiving a major upgrade during the month of April, which will allow us to set more specific system preferences for our library's needs, such as circulation and fine rules, checkout history updates, holds preferences, and privacy management. It will also allow patrons to pay their outstanding fines through Paypal, if we wish to have that option available.

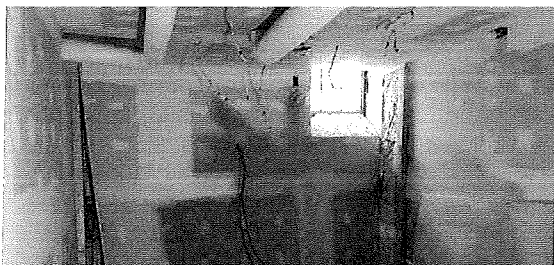
The Department of Libraries is currently looking to move all employees to the facility on Paine Turnpike in Berlin, rather than have staff split between the State Street facility in Montpelier and the Berlin facility. The longtime location of the State Library and the Vermont Department of Libraries' offices located on State Street, in the Pavilion Building in Montpelier will be undergoing renovation, starting in 2018. That means that the Department of Libraries will soon need a new home. They have worked with an architect from Buildings and General Services on plans to renovate the Midstate Library in Berlin, and this renovation and move has made it into this year's Capital Projects Bill at the Vermont Legislature.

The DOL are hoping that this will be a year of regrowth, and have expressed a new vision for the Department. This regrowth includes bringing back the continuing education program which was put on the wayside this past year, and hiring consultants to replace everyone they lost. Rather than being regional consultants as in the past, the consultants will be a closely knit team and will each focus on an area of expertise, including Youth Services, IT, Management, and Special Services.

President Trump's current budget proposal for FY 2018 would eliminate funding for IMLS (Institute of Museum and Library Services. This is the primary source for LSTA funding, which supports items such as our movie license, librarian continuing and education and certification program, summer reading program, and the courier service. While it is unlikely that the proposed cuts will make it through negotiations, the American Library Association and Vermont Library Association have already begun advocacy efforts to support library funding (see attached statements).

We have been having continued issues with people printing excess and not paying for printing, or simply walking out the door without paying for printing. Since we do not have the resources to purchase the print management software at this time, I am asking all staff and volunteers to keep all printed materials behind the front desk and then pass them over once payment is received.

Construction is coming along nicely ☺



Monthly Youth Library Report

March 2017

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime	45
➤ After School Program Wednesdays	78
➤ RPG teen group	9-10 weekly
➤ WECEC outreach	35

Special Programs:

➤ Take – Away S.T.E.M. Kits helicopters, catapults, scribble bots, etc.	2
➤ Estimation Game # of hours to make TP tube family	14

Upcoming Programs:

- Ongoing | Estimation Game | How many marbles?
- Build IT Saturdays
 - April 8th 10:00am - Building winches
 - May 6th 10:00am – Building Archimedes' Screws
 - June 3rd 10:00am – Building Air Canons

Acquisitions since last meeting:

➤ Juvenile materials	18
➤ Young Adult materials	7