

Windsor Public Library Board of Trustees Meeting Minutes

March 26, 2018

Attending: Tom Haushalter, Jason Gaddis, Pamela Bagley (minutes), Kathy Marsh, Sara Norris, Janet Farley, Eleanor Clark

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:05		
Changes / Additions to Agenda	None		
Approval of February 26, 2018 Minutes	Jason made a motion to approve minutes; seconded by Kathy; minutes were approved.		
Correspondence In/Out	None		
REPORTS			
a. Friends of Windsor Library	Tom reported that the Friends are working to fill leadership holes with several new volunteers. They will hold their annual meeting in May.		
b. Library Director and Children's Librarian	The painting party was a success. See report for more details.		
c. Events / Programming	Mud season read-aloud on April 9 Tech help session in May at Windsor Village		
d. Treasurer / Accounts	Reviewed Balance Sheet and Profit & Loss Budget vs Actual		
e. Building Maintenance	Repairs to bathroom window and shelves. Locks were rekeyed. We have a system for tracking who has new keys.		

OLD BUSINESS	Discussion Summary	Action Items	Responsible
New Board member recruitment: meet the candidates	Janet Farley and Eleanor Clark introduced themselves as potential new board members and Board members in attendance introduced themselves. Discussed roles of board members. Jason moved to elect Eleanor for the term with 2 years remaining and Janet for a 3 year term; seconded by Pamela. Motion passed.		
Fall Fundraiser	Next Fireside Frolic will be at Windsor Mansion Inn on November 17, 2018.		
NEW BUSINESS	Discussion Summary	Action Items	Responsible
May corporate fundraising appeal	The May corporate fundraising appeal will focus on funding the next phase of library renovation: insulating and restoring the furnace room, replacing the furnace.	Draft letter Circulate mailing list	Tom Tom
Updated Internet/Computer use agreement	Reviewed revised updated WPL Internet Policy. Recommendations: <ul style="list-style-type: none"> • Suggest adding "at currently posted rates" for the charges, so they can change without needing to revise the policy. • Suggest being more explicit about how suspension ends. • May want to add categories to bullet points for more readability. 		
Public Comments	None		
Next Meeting:	Monday, April 23, 2018		
Adjournment	Eleanor made a motion to adjourn at 8:32 pm; seconded by Janet. Meeting adjourned.		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – March 26, 2018

Programming

Past and Ongoing:

Genealogy group – March 5 - 6 people
Stoughton/Evarts book delivery ongoing – 8 people
Spanish class –6-7 people weekly
Politics/Food Book Discussion: March 20 – 4 people
Knitting Group: Every Other Monday – 3-5 people
Learn to Play Mahjong – 5-7 weekly
Book to Movie Club March 21 “Water for Elephants”, 7 people
Painting Party fundraiser – March 17, 14 people

Upcoming

Mud Season Read Aloud – April 9
Technology Help Session at Windsor Village – May 21

Statistics

Sept, Oct, Nov, Dec, Jan, Feb (Feb 2017)

Adult & YA Circ: 987, 914, 964, **836, 840, 869**
(852)

Juvenile Circ: 900, 829, 747, **713, 662, 720** (634)

Audio/ebooks: 46/42, 33/35, 48/41, **57/34, 48/31, 75/54** (50/41)

ILL in/out: 50/28, 55/34, 40/24, **32/23, 65/29, 46/46**
(50/29)

Reference Q's: 81, 100, 52, **52, 87, 64** (74)

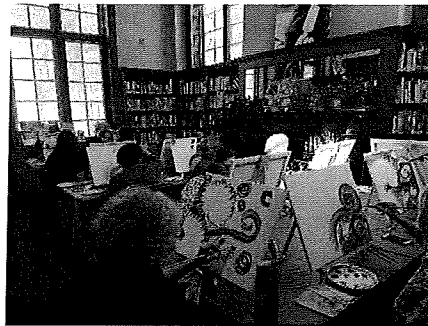
Visits: 1497, 1871, 1494, **1188, 1358, 1192** (1257)

Computer Use: 196, 227, 193, **163, 177, 160** (153)

Wi-Fi connections: 373 network connections (407)

Misc.

We tried a painting party fundraiser as they seem to be ever growing in popularity. Our first party was a huge hit with 14 painters signed up and many more expressing interest for a future date. It was easy to manage with little work required on our end. We made \$210 for the Library. We will definitely be doing one again in the fall and possibly a smaller scale one in late spring.



Many thanks to the Friends group for providing snacks for the Paint Party.

New volunteers: Welcome Philip Barton and Nicholas Cain as new front desk volunteers!

Our Volunteer Appreciation event will be held on Saturday, April 14th at 1:30pm at the Windsor Mansion Inn.

Feel good story of the month: A patron called looking for somewhere in the area where he could take a class in one-handed typing. We could not find a resource for him. Not wanting to turn him away without getting what he needed, we decided to do some research, and teach him ourselves. After one lesson to show him the basics, we were able to set him up with an online lesson builder that he could work on from his own home. He was so appreciative of the help!

Monthly Youth Library Report

March 2018

Ongoing Programs:

Attendees

- | | |
|---|-------------|
| ➤ Wednesday Preschool Storytime (2/28, 3/7,3/14, 3/21) | 49 |
| ➤ After School Group (2/28, 3/7, 3/14, 3/21) | 71 |
| ➤ RPG teen group | ~5-6 weekly |
| ➤ WECEC outreach (2/26, 3/5, 3/19) | 82 |
| ➤ Biweekly visits from 4 th grade (3/2 and 3/23) | 45/48 |
| ➤ Monthly Kindergarten visit (2/26 and 3/26) | 35/38 |

Special Programs:

- | | |
|--|----|
| ➤ Estimation game – What's in the bubble gum container | 13 |
| ➤ 3Doodle pens 3/17 | 4 |

Upcoming Programs:

- Estimation Game | Make something out of shiny paper | runs through month of March
- 3Doodle pens 3/31, 4/14, 4/20

Acquisitions since last meeting:

- | | |
|-------------------------|----|
| ➤ Juvenile materials | 28 |
| ➤ Young Adult materials | 1 |