

Windsor Public Library Board of Trustees

Meeting Minutes: March 25, 2019

Attending:

Christine Porter, Library Director	Jason Gaddis
Donna Palatucci	Kathy Marsh
Eleanor Clark	Mike Welker
Ham Gillet	Vi Welker
Jacquelin Carty	

Agenda Item	Key Discussion Points	Discussion Summary	Action Items	Responsible
Call to Order		7:05 PM		
Changes / Additions to Agenda	None			
Approval of Minutes	February 25, 2019	Motion made to approve February 25, 2019 minutes by Ham; Donna seconded.	Revise Jacquelin's name (spelled incorrectly) to minutes.	Mike Welker
Correspondence In/Out				
Procedural	Board Meeting Improvements	-Used projector for meeting which allowed for the printing of only one set of documents. -Jacquelin will be aiming to meet w/Christine approximately 10 days prior to each meeting to allow for the posting of the agenda a week in advance (compliance with open meeting laws).		
REPORTS				

Agenda Item	Key Discussion Points	Discussion Summary	Action Items	Responsible
a. Friends of Windsor Library		Purchased VINS passes as well as Billings Farm passes for the Library (previously no charge for Billings Farm).		
b. Library Director and Children's Librarian		<p>-Discussion centered around DCF and 2 recent incidents, the first of which caused damage to library property, and a second that posed potential safety concerns to the patrons.</p> <p>-Motion made to no longer allow DCF to meet at the library to conduct official business by Jason; Vi seconded.</p> <p>-Aside from DCF, brief discussion regarding incident between troubled patrons (children) of the same family where police were called to resolve; resolution, since this is not first incident is that younger kids of the family cannot be on library premises without acceptable supervision.</p>	<p>-Jacquelin to compose letter regarding rescinding meeting privileges on library premises to present to DCF.</p> <p>-Jason to draw up invoice for cost of repairs from the first incident to present to DCF.</p> <p>-Christine to take meeting with DCF in early April not to be held on library premises (board member representation suggested for meeting); Will present letter, invoice, and communicate board decision.</p>	Jacquelin Carty Jason Gaddis Christine Porter
c. Events / Programming		Brief discussion highlighting the special programming set to take place during National Library Week.		

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d. Treasurer/Accounts		Jacquelin brought up the broker fees associated with our investment accounts and queried the board on whether they seemed reasonable for services provided. All agreed they were.		
e. Building Maintenance				
OLD BUSINESS				
Trustee Manual Review – 3 Year Strategic Plan	Review and vote on proposed 3 Year Plan for 2019 – 2021	Agreed to take time between meetings to conduct more thorough review of 3 Year Plan; will be voted on for approval during April meeting. Ham proposed including/adding language stating the library's commitment to energy efficiency.		
Goals for 2019	Of the items in the proposed 3 Year Plan, which items can we aim to achieve in 2019?	Brief discussion regarding the 3 Year Plan and needing to identify specific pieces to tackle in 2019.		
Building and Grounds Committee	A new committee?			
2019 Fall Frolic location	Updates	Of the venues contacted, Legion is the only one that would be able to accommodate logistically. Decision made to table discussion for a couple of months and monitor Windsor Mansion sale developments.		

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NEW BUSINESS				
Fall Individual Fund Drive	Any follow-up?		Review donors list to determine who should be contacted directly (if previously donated but did not in 2018). List to be circulated to board.	Christine Porter
Article III Section 3 of the By-Laws of the WPL	<ul style="list-style-type: none"> -Finance Committee -Public Relations Committee -Development Committee -Building & Grounds 	Committee chairs chosen and are as follows: Finance; Kathy Marsh, Public Relations; Christine Porter, Development; Ham Gillet & Mike Welker, Building & Grounds, Jason Gaddis.		
2019 Proposed Annual Events	<ul style="list-style-type: none"> -Spring Corporate Fund Drive -Book Sale -Fall Individual Fund Drive -Fall Frolic 	Some discussion regarding a board member attending each Friends of Library meeting (and vice versa).		
Corporate Fund Drive	Need to draft letter for April meeting	Campaign theme should demonstrate where dollars will be going (finish wall/back room).	Jacquelin to draft letter for review.	Jacquelin Carty
Trustee Manual Review – Emergency/Disaster Plan	Need to update the Plan			
Public Comments				
Next Meeting	Monday, April 22, 2019			

Agenda Item	Key Discussion Points	Discussion Summary	Action Items	Responsible
Adjournment		Ham made motion to adjourn the meeting; Donna seconded. Meeting adjourned at 8:39 pm.		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – March 25, 2019

Programming

Past and Ongoing:

Genealogy group – 4 on March 4, 10 on March 9

Stoughton/Evarts book delivery ongoing – 7 people

Spanish class – 7-8 people weekly

Non-Fiction Book Discussion: Feb cancelled, none in March

Knitting Group: 2-6 people every other Monday

Learn to Play Mahjong – 3-5 people weekly

Book Club at Cedar Hill Nursing – 5 people

Front Porch Forum movie screening – 4 people

Mentoring program – 5 people

Upcoming: See attached leaflet for National Library Week

Statistics

Sept, Oct, Nov, Dec, Jan, Feb (Feb, 2018)

Adult & YA Circ: 870, 805, 802, 845, 950, **737** (869)

Juvenile Circ: 655, 534, 732, 555, 721, **590** (720)

Audio/ebooks: 70/56, 71/80, 64/54, 74/67, 82/75,
69/57 (75/54)

ILL in/out: 51/25, 56/31, 43/29, 51/44, 60/32, **38/40**
(46/46)

Reference Q's: 55, 65, 56, 87, 44, **93** (64)

Visits: 1683, 1823, 1436, 1465, 1525, **1307** (1192)

Computer Use: 237, 223, 169, 229, 266, **287** (160)

Wi-Fi connections: 360 network connections (373)

Misc.

Welcome Ruth Ticknor as our newest front desk volunteer!

Many thanks to our anonymous donor of paper and playdoh!

We put in a successful grant application for a Breakout EDU kit. Breakout EDU is a learning platform that helps students develop critical thinking skills, problem-solving, and teamwork skills. A combination of online and physical puzzles/games are used to engage students--all with one mission: to open the locked box!

We plan on using it this summer as part of our summer reading program.

Many thanks to the Friends for their donation of \$350 for the purchase of museum passes to Billings Farm and VINS!

Christine has a meeting with a representative from DCF in early April about the use of our Library building for family meetings and developing a protocol for holding those type of meetings here.

SAVE THE DATES:

Volunteer Appreciation Reception – Saturday, April 13, 2019, 1:30pm, Snapdragon Inn

Friends' annual meeting – Wednesday, May 8, 2019, 5:30pm, Library

Trustees Friends Conference – Tuesday, May 21, 2019, 9am-5pm, University of Vermont's Davis Center, Burlington

Feel good story of the month:

A note from one of our patrons: "I'm afraid I'm down with a nasty stomach bug or flu. But as a tribute to the Library, here's more story. I couldn't keep water down and didn't have any seltzer. My husband is away for the week. I called four people (none home), whom I thought might be able to buy me some seltzer. I finally called our friendly librarians, who dropped off seltzer on my porch... THANK YOU SARAH AND CHRISTINE!"

Monthly Youth Library Report

March 25, 2019

Ongoing Programs:

Attendees

- | | |
|---|----------|
| ➤ Wednesday Preschool Storytime(2/27, 3/6, 3/13, 3/20) | 48 |
| ➤ Wednesday After School Group(2/27, inservice 3/6, 3/13, 3/20) | 50 |
| ➤ RPG teen group Wednesdays at 5:00 | 6 weekly |
| ➤ WECEC outreach (3/11,3/25) | 25, + |
| ➤ Biweekly visits from 4 th grade | 25, + |
| ➤ Monthly Kindergarten visits (3/25) | |

Special Programs:

- | | |
|---|----|
| ➤ Guessing game: How many spoonsful of snow in the jar? 136 | 6 |
| ➤ 3D pens / multiple days | 12 |

Upcoming Programs:

- Upcycled Recyclables 4/15/19 (school vacation) 10:00-11:30am
- 3D pens / multiple days
- Guessing game: How many buttons in the jar?

Acquisitions since last meeting:

- | | |
|-------------------------|----|
| ➤ Juvenile materials | 31 |
| ➤ Young Adult materials | 10 |