

## Windsor Public Library Board of Trustees

Minutes May 21, 2018 Meeting Minutes

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

Agenda Item	Key Discussion Points/ Discussion Summary	Action Items	Responsible
Call to Order	7:08 pm		
Changes / Additions to Agenda	None		
Approval of April 23, 2018 Minutes	April 23, 2018 Clarification about report added; Motion made to approve amended minutes by Ham; seconded by Donna. Amended minutes were approved.		
Correspondence In/Out			
<b>REPORTS</b>			
<p>a. Friends of Windsor Library</p> <p>b. Library Director and Children's Librarian</p>	<p>Friends had their annual meeting; Donna attended representing the Trustees and thanked them for their support of the Library. The Frothingham Awards were given. Jane Harding-Gurney (Bertha Frothingham's daughter) was able to attend.</p> <ul style="list-style-type: none"> <li>• Children's summer reading program theme is "Libraries Rock"</li> <li>• Valley News article last week about story baskets</li> </ul>		

c. Events / Programming	<ul style="list-style-type: none"> <li>• Scoop purchasing will be discontinued and new program MAHS will be used. It gives discounts on books and more</li> <li>• We will team up with library in West Windsor as a single stop (at our library) for the ILL courier service</li> <li>• Promise Communities work is ongoing; tiny libraries are coming soon</li> <li>• Our Conscience Box was stolen</li> <li>• See Director's Report for more detail</li> <li>• The Library received an ILL Courier grant (\$390)</li> </ul> <ul style="list-style-type: none"> <li>• Summer Camp Expo at the State Street School</li> <li>• Event—Libraries Rocks town wide rock scavenger hunt will start June 11</li> </ul>	Review the Computer Supply Licensing Line Item	Christine
d. Treasurer / Accounts	Reviewed Profit & Loss Budget vs Actual and Balance Sheet		
e. Building Maintenance	<ul style="list-style-type: none"> <li>• Sink faucet was repaired in bathroom</li> <li>• Hose spigot was repaired</li> <li>• Jason removed old doors and other debris from the furnace room</li> <li>• Tom has the outdoor furniture at his barn, needs transport to get them to the library</li> <li>• Christine talked to the person who does snow removal for Davis House. He agreed to do snow removal for the Library next winter</li> </ul>		

OLD BUSINESS			
<p>Book Sale Preparations; Do we have enough tables? Sign-up sheet.</p>	<p>We can get 4 tables from the legion and individuals have volunteered to bring enough tables.</p> <p>The Friends have chosen to use Better World Books for remaining books. Ruth is coordinating this.</p> <p>Print sign-up sheet was passed around and everyone was encouraged to sign-up for a time slot</p> <p>Trustees are in charge of providing change for cash box</p> <p>Library closes at 4:00, so we can start moving books from Sarah's, Ruth's, and the library basement. Tables need to be moved from the Legion. We have 2 pop up tents and two larger tents.</p> <p>Suggestion made to buy a table a year.</p>	<p>Get cash for cash box</p> <p>Contact Scout leader for help</p>	<p>Kathy</p> <p>Christine</p>
<p>Summer Lunch Program Update</p>	<p>The program would be willing to staff the program. After discussion the board agreed that the Library is not a good venue.</p>		

<b>NEW BUSINESS</b>			
Furnace Room project	<p>We have a quote on the furnace and air conditioning unit replacement (which are approaching the end of their lifespan) and a quote for the finish work for the furnace room.</p> <p>The trustees discussed potential funding sources and will investigate potential grants.</p>	Investigate funds records and identify potential grants.	Christine and Eleanor
Library Sign	Library sign posts are rotted and need to be replaced. Jason is pursuing someone to repair this.	Find someone to repair posts.	Jason
Public Comments	This is Sharon's last meeting as she is preparing to leave the area.		
Next Meeting	Monday, June 25, 2018		
Adjournment	Pamela made a motion to adjourn the meeting; motion was seconded by Kathy. Meeting adjourned at 9:03 pm		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – May 21, 2018**

**Programming**

Past and Ongoing:

**Genealogy group** – May 7 - 6 people  
**Stoughton/Evarts book delivery ongoing** – 11 people  
**Spanish class** – 6-7 people weekly  
**Politics/Food Book Discussion:** May 8 – 4 people  
**Knitting Group:** every other Monday – 3-5 people  
**Learn to Play Mahjong** – 4-6 weekly  
**Book to Movie Club** Will be held May 22  
**Technology Help Session at Windsor Village** – 3 people

Upcoming

**Libraries Rock – Scavenger Hunt**

**Statistics**

Nov, Dec, Jan, Feb, Mar, April (April, 2017)  
Adult & YA Circ: 964, 836, 840, **869, 981, 893** (932)  
Juvenile Circ: 747, 713, 662, **720, 869, 782** (820)  
Audio/ebooks: 48/41, 57/34, 48/31, **75/54, 60/38, 61/44** (44/51)  
ILL in/out: 40/24, 32/23, 65/29, **46/46, 65/33, 51/33** (50/31)  
Reference Q's: 52, 52, 87, **64, 84, 65** (92)  
Visits: 1494, 1188, 1358, **1192, 1588, 1522** (1493)  
Computer Use: 193, 163, 177, **160, 198, 209** (206)  
Wi-Fi connections: 349 network connections (373)

**Meetings**

Christine attended a meeting with the United Way to explore the potential for a Born Learning trail in Windsor. This would be done in conjunction with Promise Communities. The Trail is a series of 10 interactive signs that offer fun, active learning activities for young children and their families. It helps parents, caregivers and communities create quality engagement opportunities when out and about.

Christine attended the Connecticut

Library Association conference as a highlighted guest speaker. She gave her workshop on improv and customer service. It was very well received, with one person commenting that the presentation was the highlight of his entire conference.

Christine attended a meeting about the new purchasing contract that will replace SCOOP. The new contract will include several vendors we use who were not previously included in the old contract.

Christine planned and attended the quarterly meeting of the Windsor County Library Directors. She hosted Abby Tassell of WISE who presented information on Adverse Childhood Experiences (ACEs) and how the experiences of childhood trauma can lead to mental illness, substance use disorders, chronic disease and so on. Then Courtney Hillhouse of Mt. Ascutney Prevention Partnership and Amy McMullen of the Hartland Library discussed Developmental Assets and how having protective factors, such as asset builders, can help reduce the outcomes of Adverse Childhood Experiences. ACEs and Developmental Assets are both useful information for everyone, but especially for those who interface with the public.

**Misc.**

The Library participated in the Summer Camp expo held at State Street School. Attendance was light but we were able to connect with several new folks who are looking forward to a summer of fun activities.

Our conscience box was stolen from the front desk. ☹

**Feel good story of the month:**

Every month we deliver books and services to residents in the area. Sometimes it's easy to choose books and other times it is challenging. One person has enjoyed our bi-weekly visits for almost a year, but while interested in books, would never take any. About a month ago, she received a visit and mentioned

a book she read in the past which she liked. Christine checked out the book and read it to see what interested her about it and then ordered another comparable book to take to her on the next visit. It was offered to her and she hesitantly looked at it. She spent some time reviewing it and then looked up in awe saying “You did it. You actually found a book for me to read!” 😊

## Monthly Youth Library Report

May 2018

### Ongoing Programs:

### Attendees

- |                                                           |             |
|-----------------------------------------------------------|-------------|
| ➤ Wednesday Preschool Storytime (4/25, 5/2, 5/9, 5/16)    | 36          |
| ➤ After School Group (4/25, 5/2, 5/9, 5/16)               | 64          |
| ➤ RPG teen group                                          | ~5-6 weekly |
| ➤ WECEC outreach (4/30, 5/14)                             | 50          |
| ➤ Biweekly visits from 4 <sup>th</sup> grade (4/27, 5/11) | 74          |
| ➤ Monthly Kindergarten visit (4/30, 5/21)                 | 68          |

### Special Programs:

- |                     |       |
|---------------------|-------|
| ➤ 3Doodle Pens 5/12 | 0     |
| ➤ Story Baskets     | 11/13 |

### Upcoming Programs:

- 3Doodle pens 5/26
- Story Basket stories – stories will be posted on front window/door
- Estimation game | How many grains of rice?
- Summer Reading – Tie Dye day | 5/23

### Acquisitions since last meeting:

- |                         |    |
|-------------------------|----|
| ➤ Juvenile materials    | 32 |
| ➤ Young Adult materials | 0  |