

Windsor Public Library Board of Trustees Meeting Agenda

Date: May 20, 2019
Time: 7:00 PM
Location: Windsor Public Library meeting room

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Ham Gillett, Donna Palatucci, Kathy Marsh, Vi Welker, Mike Welker
Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair, Deb Ouelette – Town Treasurer

Agenda Items: Call to Order
• 7:03 PM

Changes or Additions to the Agenda
• None

Approval of Minutes April 22, 2019

- Under Building & Grounds Report, revise to state that one Grant would match funds (instead of several).

Correspondence In/Out

- Jason Gaddis has resigned his position on board.
 - Housekeeping items
 - Keys checked out
 - Paperwork (9 years worth)
 - Registered Agent for Library
 - Remove from contact lists
 - Acknowledged all past contributions.

Reports

a. Friends of Windsor Library

- Annual meeting held on 5/8
- Awards presented
- Book Sale details discussed
- Enchanted Forest Dates discussed
- Possibility of participating in Autumn Moon Festival discussed

b. Library Director and Children's Librarian

- Christine to prepare list of donations received from Corporate mailer for June meeting.

c. Finance Committee

- Corporate Appeal & Individual Appeal (will be renaming on financial statements).
- Reimburse Christine for charges incurred.
 - Board will pay.

- For future instances of this nature, Director/Staff can make payments using library petty cash funds.

d. Public Relations Committee

e. Development Committee

- Fall Frolic
 - Ham spoke with Bob Haight regarding use of Farmer's Exchange building.
 - Ham to follow up w/Band (potential dates of 9/7, 9/14)
 - Still leaving reservation open w/Windsor Mansion Inn
 - Proceeding under the assumption even will be held at Farmer's Exchange building:
 - Food Trucks suggested
 - Will be different dynamic/logistics compared to Windsor Mansion Inn
- Fundraising Discussion – Responsibility of the board, frees up more hours for Christine.
- Assembly of brochure/packet discussed to distribute to donors/potential donors
 - Christine to send information to Vi.
 - Vi to draft brochure template for board review.

f. Building and Ground

- Shelf fell apart, fixed for no charge.
- Christine comfortable making decisions for quick turnaround repairs.
- Keys brought up, customary for only staff and board president to have.
- Keypad/Monitoring system through Tasco
- Researching several investment funds on balance sheet to determine what they were initially earmarked for.
- Safety support railings in bathroom.
- Names brought up to contact for potential contractors.
 - Christine/Janet to follow up with Doug.
 - Ham to follow up with Bill.
- Seeking estimate to build platform outside.
- Tasco fixing carbon monoxide monitor this Thursday (5/23).
- Will pull list of grants to see which ones we can apply for.

Old Business

a. Trustee Manual Review - Emergency/Disaster Plan

- Ham makes motion to review plan for approval during June meeting; Kathy seconds.

- Read prior to meeting and send questions to Christine in the interim.
- b. Corporate Appeal Letter – retrospective
 - Development committee to schedule meeting with Jacquelin, Mike, Ham, Vi, Christine.
- c. Strategic Plan, Goals for 2019
 - Goal 7: The WPL will work closely with the area schools and businesses in order to provide better service and educational support, and enhance partnerships.
 - Partnered with Paradise Park on curb your car day.
 - Goal 8: The Windsor Public Library will provide a timely, balanced and pleasing collection of materials for all ages.
 - Have been cleaning up collection (weeding) which has the effect of increasing circulation.

New Business

- a. Repair of lower level emergency door
 - Board in agreement that it needs to be repaired.
 - Need estimate in order to proceed.
- b. Review Open Meeting Law Meeting Types
 - Need to follow as close as possible.
- c. June Friends Book Sale
 - Met with Ruth
 - Petty Cash (\$25-\$50) – Jacquelin to provide and will invoice for reimbursement.
 - Transportation of Tables
 - Vi will provide count of tables that library can borrow for book sale
- d. Board vacancy
 - Need to fill at least 1 board vacancy to get number back to 9.
 - Actively recruit/seek out individuals that may have an interest in serving.

Public Comments

Next Meeting Monday, June 24, 2019

Adjournment: 9:02 PM

Ham makes motion to enter into executive session, Donna seconds.

Programming *Past and Ongoing:*

Genealogy group – 7 on May 6 and May 11
Stoughton/Evarts book delivery ongoing – 7 people
Spanish class – 7-8 people weekly, no class May 8 and 15
Non-Fiction Book Discussion: May 20
Knitting Group: 2-6 people every other Monday
Learn to Play Mahjong – 3-6 people weekly
Book Club at Cedar Hill Nursing – 7 people
Curb the Car Day –

Upcoming:

Trustees Conference, Tues. May 21, 9am-5pm
Book Sale – Saturday, June 8, 8am-2pm

Statistics

Nov, Dec, Jan, Feb, Mar, Apr (Apr, 2018)
Adult & YA Circ: 802, 845, 950, 737, 975, 882 (893)
Juvenile Circ: 732, 555, 721, 590, 738, 549 (782)
Audio/ebooks: 64/54, 74/67, 82/75, 69/57, 68/64,
65/47 (61/44)
ILL in/out: 43/29, 51/44, 60/32, 38/40, 70/39, 47/41
(51/33)
Reference Q's: 56, 87, 44, 93, 72, 58 (65)
Visits: 1436, 1465, 1525, 1307, 1591, 1578 (1522)
Computer Use: 169, 229, 266, 287, 230, 210 (209)
Wi-Fi connections: 301 network connections (349)

ILL Roundtable Meeting

On Thursday May 2nd the quarterly ILL Roundtable meeting took place. At this meeting we continued the discussion of marketing interlibrary loan and advocacy for the service. There was a brainstorming session for some of the best places to market this service, which included:

- Laundromats
- Recycling center/dump/transfer station
- Coffee shops / cafes
- Farmers Markets (Bennington goes every month and brings an activity)
- Signs posted around town and within the library
- Mailings with municipal bills
- New patron packet at library card sign up
- Mention ILL and postage in a yearly appeal letter (one library mentioned this specifically and received nearly \$1,000 more than the previous year).

The discussion focused on people who are not already regular library users, and how to reassure patrons that think they are being a bother that they are, in fact, not being a bother. We now have some new marketing posters and an “ILL Brag Book” to add anecdotes and good feedback about interlibrary loan to as a source to draw from when talking about the value of interlibrary loan. We are proud to say that our own Melissa Ayres is one of the seven listings in the Brag Book! There was also brief discussion about the Vermont ILL Code and plans to possibly update it, as the last update happened in 2002.

VOKAL Meeting

Christine also attended the most recent VOKAL quarterly meeting. Even more changes to the layout of our ILS system will be taking place in June. We will be experiencing a VOKAL rate increase (7/1/19) of .005 per item we hold. Listen Up Vermont is updating its logo to more closely match GMLC's logo for branding purposes.

Corporate Fund Drive

As of Wednesday, May 15, the Corporate mailing has received \$250 in donations. Price Chopper has a new online form/application for donations and asked that we utilize that form for this and all future asks. The form was completed and submitted by Christine on Wednesday, May 15th.

Valley Quest

Our Valley Quest box, The Windsor Architecture Quest, is one of this summer's 25 featured “Super Quest” adventures. Super Quest features favorite Quests that feature historical locations or explorations of the ecology of the region.

ARSL Conference

The Association of Rural and Small Libraries is having its conference in Vermont this year! The only other time it has been on the East Coast in the last 11 years was in North Carolina in 2012. Christine plans to attend the conference, which will be held in early September in Burlington.

Building Maintenance Report – May 20, 2019

On Wednesday, May 8th, shortly after opening, one of the shelves fell apart in the nonfiction section. This was a shelf that had been pointed out previously as a potential issue. Christine called Paul Wilson, who came in later that morning to evaluate. He fixed it the following day.

Christine had a meeting with TASC Security on Wednesday, May 8th, to discuss the possibilities of utilizing the alarm monitoring system as well as the keypad system for entry. The rep provided a quote for adding the motion detectors and moving the keypad from the basement to the main floor (quote is attached). The monthly monitoring cost would not change since we have been paying the monthly monitoring cost for the alarm already, even though we were not utilizing that part of the system. So the only cost would be to install the needing additional monitoring equipment.

The new copier arrived and was installed on Friday, May 3rd. The machine works very similarly to the old machine. It is a bit faster and holds more paper, and has the extra capability to print using a USB cord or SD card. In an effort to begin cleaning off the stair landing, Christine asked Key Communications to come and set up the fax line and data line in the office so that the copier could be moved into the office. This will hopefully have the added benefit of preventing some of the walk outs we have had, as well as the partial payments for printing large documents, whether they were printed purposely or in error.

Christine contacted Butch and Sue Spears regarding the hole in the bathroom wall and children's hallway. As they had previously offered to repair the damages. They were in on Friday, May 10th to evaluate the holes and determine what materials they would need. They will be in to fix it within the next two weeks and were grateful that we took them up on their offer.

Phil Horner approached Christine on Monday May 13th about our backyard space. He was admiring its potential for use and offered to help us build a better deck space. He will provide Christine with a list of materials, which Christine will bring to the Friends as a purchase request.

Christine reached out to Richard Bowra, who is a library building consultant and strategic planner, regarding considerations for any future accessibility projects. A copy of his thoughts and suggestions for how to proceed follows this report. He welcomes questions at any time. Christine would like to continue to investigate ideas and potential solutions.

Monthly Youth Library Report

May 20, 2019

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime(4/24, 5/1, 5/8, 5/15)	77
➤ Wednesday After School Group(4/24, 5/1, 5/8, 5/15)	65
➤ RPG teen group Wednesdays at 5:00	~ 6 weekly
➤ WECEC outreach (4/22, 5/8)	55
➤ Biweekly visits from 4 th grade (5/10)	28
➤ Monthly Kindergarten visit (4/29)	51

Special Programs:

➤ Intro to tabletop RPG day: Dungeon World and D&D (5/18)	5
➤ 3D pens (5/25)	9
➤ Estimation game – buttons (4/23)	

Upcoming Programs:

- Tie Dye Day Saturday, June 22nd at 10:00am. Severe (thunderstorm) rain date: Monday June 24th at 6pm.
- BreakoutEDU problem solving game for grades 1-4. Friday, June 27th at 1:00pm.
- 3D Pens - Saturday, June 29th 10-12

Acquisitions since last meeting:

➤ Juvenile materials	19
➤ Young Adult materials	16

*Fruit & Veggie Day
Afterschool 5/8/19*

