

Windsor Public Library Board of Trustees

Agenda: November 27, 2017 – 7:00 PM

Library Trustees: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Pamela Bagley, Donna Palatucci,
Sharon Besso, Kathy Marsh, Sara Norris

Ex-Officio: Ruth Doiron – Friends, Deb Ouelette – Town Treasurer

Attending: Tom Haushalter, Jason Gaddis, J. Christopher Callahan, Pamela Bagley, Donna Palatucci, Sharon Besso, Kathy
Marsh, Sara Norris and Gerry Grimo

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:07		
Changes / Additions to Agenda	None		
Approval of Minutes from October 23, 2017	Motion made by Jason, seconded by Donna; motion carried		
Correspondence In/Out		Write thank you notes to all contributors, food and donations for Fireside Frolic.	Christine and Donna
		Send e-mail to list for 'Charity Tuesday'; include reminder to check your employer for matching funds	Christine

REPORTS			
a. Friends of Windsor Library	No report from the Friends		
b. Library Director and Children's Librarian	GMLC is encouraging libraries to sign up for Overdrive Advantage. According to Christine's calculations, it doesn't look cost effective for WPL. See Report for more detail.		
c. Events / Programming	Holiday Read Aloud on Dec 10 at 4 pm at Snapdragon. See Director's report for additional events and programming.		
d. Treasurer / Accounts	Accounts are reconciled; Fireside Frolic funds not showing up on this month's balance sheet (they have been deposited); reviewed Profit & Loss Budget vs. Actual and the Balance Sheet		
e. Building Maintenance <i>Outstanding invoices; Nick's new quote for Phase 2.</i>	Jason has invoice for credenza and refinishing and moving the table (Paul Wilson); Paul amended the cost because of moving and more work than anticipated to refinish the table Need wall art for the news rooms		

	<p>Chris is still storing the Windsor chairs in his barn, willing to bring them in when Christine is ready for them.</p> <p>The board discussed quotes for refurbishing the furnace room space, including replacing the furnace.</p>	Will start working on this in January	
OLD BUSINESS			
<p>November Fundraiser "Fireside Frolic" at the Windsor Mansion Inn <i>Reflect and review! How did it go? What did we learn?</i></p>	<p>Next year, do it a week earlier (Nov 10) so we're not running up against the Thanksgiving holiday.</p> <p>Liked the room setup more this year (board and comments from participants); consider moving desserts to be in the room with the bar.</p> <p>It was a successful event and we're grateful for those who supported the event.</p> <p>Want to repeat this year's silent auction items going onto Facebook. The number of items and quality of items for the silent auction seemed right.</p> <p>Figure out the lighting for next year so that we can adjust the light level for dancing and for viewing the silent auction items.</p>	Ask Windsor Mansion Inn to reserve Nov. 10, 2018 for next year's event.	Tom

	<p>Liked having fires lit.</p> <p>Need to add sign-up sheets for end of the night cleanup and for redemption of auction items.</p>		
<p>2018 Budget <i>Identify town appropriation amount, discuss budget amendments</i></p>	<p>Discussed the proposed budget. The Board voted on Town Appropriation. Sara made the motion and Sharon seconded it; the motion carried.</p>		
NEW BUSINESS			
<p>Annual Meeting / New Board members, offices</p>	<p>Set date: 1/18/18 Board nominees; offices</p>		
<p>Public Comments</p>	<p>None</p>		
<p>Next Meeting</p>	<p>December 18, 2017, 7pm</p>		
<p>Adjournment</p>	<p>8:48 Sharon , Donna</p>		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – November 27, 2017

Programming

Past and Ongoing:

Genealogy group – November 6 – 4 people
Stoughton/Evarts book delivery ongoing – 10 people
Spanish class – 7-8 people Oct 25, Nov 1 and Nov 29
Politics/Food Book Discussion: November 14 – 6 people
Knitting Group: Oct 23 – 4 people, Nov 13 – 5 people
Learn to Play Mahjong – Oct 26 – 7 people, Nov 2 – 5 people, Nov 9 - 5 people, Nov 16, 5 people
100 Fall Frolics and Finds – approx.. 37 participants
Joe Citro – 35 people

Upcoming

Friends Adult Read Aloud – Dec 10 at 4pm

Statistics

May, June, July, August, September, October (Oct 2016)

Adult & YA Circ: 1019, 967, 1100, **1168, 987, 914** (919)

Juvenile Circ: 736, 783, 636, **726, 900, 829** (913)

Audio/ebooks: 46/50, 35/31, 45/51, **64/62, 46/42, 33/35** (47/26)

ILL in/out: 59/31, 53/22, 55/38, **69/29, 50/28, 55/34** (60/20)

Reference Q's: 58, 77, 141, **126, 81, 100** (76)

Visits: 1516, 1448, 1409, **1661, 1497, 1871** (1557)

Computer Use: 192, 175, 217, **238, 196, 227** (181)

Wi-Fi connections: 346 network connections (369)

Meetings

More info has been given for the rate increase for Listen Up Vermont beginning 1/2019. The fee for each checkout will increase from \$.10 to \$.20. GMLC is encouraging libraries to sign up for Overdrive Advantage, which allows libraries to spend additional funds on content which would be available to its own patrons exclusively. Libraries that sign up for the Advantage program and spend at least \$1000 per year in checkout rather than \$.20 per

content will see their fees increase to only \$.15 per checkout. Between 9/1/16 and 8/31/17, the number of checkouts from Windsor patrons was 1,139. Based on the figures given, it is the opinion of the director that the Advantage program is not cost effective for Windsor Library to participate in at this time.

It is looking as though the State may provide a subsidy for delivery service in 2018. We are waiting for more info.

Misc.

Fund Drive: As of November 20, we have received \$1499.

CLOVER update: Melissa attended a training for the new system at the Midstate Library. Melissa has been instrumental in helping other libraries learn to navigate the new system, including Weathersfield, and Reading.

Christine spent the last month deleting expired patrons and patrons whose cards haven't had any activity in the last three years or more. The number of deleted patrons gives us a savings on our Listen Up Vermont account of \$138.32.

Our volunteers have reorganized the DVDs to hopefully make them easier for our patrons to find what they want. They are now shelved by genre rather than by title. We will see how the new shelving system affects circulation. Initial feedback has been positive.

GMLC has opened up enrollment for the delivery service for 2018. We hope even more libraries take advantage of the service as a cost savings for everyone, especially as ILL postage costs are continuing to increase. During the month of October, we spent \$70.81. Compare this to July, the month before CLOVER went into effect, when we spent \$17.82, this is becoming a huge increase. While it is not good practice, we may have to decide to refuse service for non-courier libraries, or create limits on what types of materials we lend to other libraries.

Sarah has been out of the office since November 14 to tend to a family emergency. While it was expected that she would return this week, she will now be out of the office through December 25.

Feel good library stories:

A patron who had stopped coming to the library recently started coming back. She commented on how impressed she has been with the library and its recent increase and vastness of programs. On her way out, she saw our sign for the Fireside Frolic and then saw our holiday wish list hanging on the door. She said it is so refreshing to see an organization who doesn't simply ask for increases year after year, but who actively tries to help themselves raise funds to do what they need.

Helping people across the globe: Not only have we helped local residents with finding information, but we also helped one patron who was locked out of his vehicle, and another whose car had broken down. We even helped a resident in the UK find out how to renew their bus pass and advantage card.

We saw heavy traffic on the Monday following the storm, with people needing help with printing, Wi-Fi and computer use, phone communications, or just a warm place to read and relax. One person brought their dinner to warm up in the microwave. It is a privilege for the Library to have this capability to serve as a community center in times of need!

Being of service to the community is central to what we strive to do!

Monthly Youth Library Report (as prepared by Christine Porter)

November 2017

Ongoing Programs:

Attendees

- | | |
|--|---|
| ➤ Wednesday Preschool Storytime | 40 |
| ➤ After School Group | 68 |
| ➤ RPG teen group | ~6-7 weekly |
| ➤ WECEC outreach | ~15-20 biweekly |
| ➤ Biweekly visits from 4 th grade | none in November due to Friday holidays |
| ➤ Monthly Kindergarten visit - Nov 20 | 35K and 5A |

Special Programs:

- | | |
|---------------------------------------|---|
| ➤ 3Doodle October 28 th | 9 |
| ➤ 3Doodle November 11 th | 6 |
| ➤ 3Doodle November 22 nd | 4 |
| ➤ | |

Upcoming Programs:

- Draw in 3D with 3Doodler pens | Dec 1st, Dec 16th, Dec 27th
- Estimation Game | How many marshmallows? | November 1st – November 30th

Acquisitions since last meeting:

- | | |
|-------------------------|---------|
| ➤ Juvenile materials | unknown |
| ➤ Young Adult materials | unknown |