

## Windsor Public Library Board of Trustees

Minutes: ~~October 22, 2018~~  
November 26, 2018

Library Trustees attending: Tom Haushalter, Jacquelin Carty, Eleanor Clark, Jason Gaddis,  
Ham Gillett, Pamela Bagley (minutes), Donna Palatucci, Kathy Marsh, Vi Welker, Mike Welker  
Library Director: Christine Porter

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:08		
Changes / Additions to Agenda	Add: Holiday schedule Annual Meeting		
Approval of October 22, 2018 Minutes	Motion made by Ham, seconded by Kathy. Minutes were approved.		
Correspondence In/Out	None		
<b>REPORTS</b>			
a. Friends of Windsor Library  b. Library Director and Children's Librarian c. Events / Programming	a. Friends debriefed on the Enchanted Forest at their meeting (it was a success), Their meeting did not have enough people for a quorum. Email voted to approve \$1500 for library budget.  <b>b. Library Director and Children's Librarian and c. events and programming</b> <ul style="list-style-type: none"> <li>• Some public libraries are getting training for Narcan. WPL will not do this training—they'll call 911 if needed</li> <li>• Looking for a new tax preparer</li> </ul>		

<p>d. Treasurer / Accounts</p> <p>e. Building Maintenance</p>	<ul style="list-style-type: none"> <li>• There have been enough changes in Koha that Christine is planning a training update for volunteers</li> <li>• Summer reading theme—"A universe of stories"</li> <li>• Sarah's after school program attendance has been increasing</li> <li>• Magic show for after school program</li> <li>• Holiday reading on Dec 9<sup>th</sup> at the Windsor Mansion Inn</li> </ul> <p><b>d. treasurer Report</b></p> <ul style="list-style-type: none"> <li>• Reviewed Windsor Public Library Profit &amp; Loss Budget vs Actual and Balance Sheet</li> <li>• We're close to making fund-raising goal and exceeded Fund Drive goal.</li> </ul> <p><b>e. Building</b></p> <ul style="list-style-type: none"> <li>• New furnace has been delivered and will be installed soon.</li> <li>• Light bulb replacement and cleaning has been completed.</li> </ul>		
<b>OLD BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
<p>Fireside Frolic Debriefing: what worked, what could be better, set date for next year</p>	<ul style="list-style-type: none"> <li>• Silent auction—need time to gather auction sheets before accepting payment.</li> <li>• May want to buy less food—there was plenty donated</li> <li>• Balance of savory and sweet was good (about 2/3 savory and 1/3 sweet)</li> <li>• Next year—similar time of year, but <i>not</i> Sat before Thanksgiving.</li> </ul>		

	<ul style="list-style-type: none"> <li>• May want to change it up with another band to expose more people to the event.</li> <li>• Suggestion to have one person in charge and/or have a sub-committee to take a leadership role.</li> <li>• Maybe the Inn would be willing to do a reduced rate for a room in the Inn for attendees.</li> <li>• For the 50:50 raffle—want to pre-measure the “arm length” and have more tickets.</li> </ul>		
<p>2019 Budget: Review 2<sup>nd</sup> draft</p> <p>Holiday Schedule for 2019</p>	<ul style="list-style-type: none"> <li>• Christine incorporated suggestions from last month's meeting into the budget presented;</li> <li>• Friends will contribute to Listen Up Vermont, ILL Courier, and the remainder of the copier lease.</li> <li>• Other tweaks were made to the budget were noted.</li> <li>• Maintenance/repair budget line reflects regular maintenance, not improvements. Improvements should not be pulled out of the General Fund.</li> </ul> <p>Motion made to approve the budget as presented made by Jacquelin, seconded by Donna. Motion passed.</p> <p>Motion made to approve the holiday schedule by Donna; seconded by Cathy. Motion passed.</p>		

Corporate Meeting in January	Tom will step down as President of the Board in January, but will remain on the Board; Pamela will be stepping down from the Board and secretary position.		
<b>NEW BUSINESS</b>	<b>Discussion Summary</b>	<b>Action Items</b>	<b>Responsible</b>
Public Comments	None		
Next Meeting	Dec 17, 2018; celebrate a good year—bring a treat		
Adjournment	Mike made a motion to adjourn the meeting, seconded by Viv. Meeting adjourned at 8:25 pm		

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

**Programming**

*Past and Ongoing:*

**Genealogy group** – Nov 5 – 6 people  
**Stoughton/Evarts book delivery ongoing** – 9 people  
**Spanish class** – 7-8 people weekly  
**Non-Fiction Book Discussion:** Nov 19 – 7 people  
**Knitting Group:** every other Monday – 2-4 people  
**Learn to Play Mahjong** – 4-6 weekly  
**Book to Movie Club** – Nov 26 – 8 read book, 4 more read previously and planned on attending, reschedule TBA  
**Beware of Scammers** – 5 people  
**Book Club at Cedar Hill Nursing** – 6 people

**Upcoming:**

**Paint Party – Dec 8**

**Holiday Reading – Dec 9**

**Family Search genealogy program – Dec 19**

**Statistics**

May, June, July, Aug, Sept, Oct (Oct, 2017)

Adult & YA Circ: 802, 1020, 896, **973, 870, 805** (914)

Juvenile Circ: 746, 523, 573, **533, 655, 534** (829)

Audio/ebooks: 73/50, 51/53, 82/84, **91/48, 70/56, 71/80** (33/35)

ILL in/out: 38/29, 38/36, 49/30, **50/28, 51/25, 56/31** (55/34)

Reference Q's: 54, 68, 78, **90, 55, 65** (100)

Visits: 1719, 1778, 1618, **1774, 1683, 1823** (1871)

Computer Use: 206, 263, 277, **324, 237, 223** (227)

Wi-Fi connections: 418 network connections (346)

**Misc.**

The Fund Drive letters have all been mailed and stuffed. To date, we have raised \$4436.00.

There has been much discussion among librarians regarding library staff receiving training in administering Narcan and having doses present in our libraries. After much thought, I have decided that I am not comfortable with having staff in this position. If such a need arises, we will contact emergency personnel.

After a few issues last year and numerous issues this year, Christine is currently on the search for

someone new to complete our 990 paperwork next year for 2018.

Christine attended a brush up training on CLOVER.

Our Koha software has received another update – mostly cosmetic in nature. Christine is planning on scheduling refreshers for every volunteer as in addition to the recent changes, there have been many materials leaving the building without being checked out, and other materials not being checked in properly, with folks receiving overdue notices for items they have already returned.

Can you believe, we are already receiving materials for next year's summer reading program. The slogan is: "A Universe of Stories" with space as the featured theme. Programs will include a celebration of the 50th anniversary of the Apollo Moon Landing.

**Feel good story of the month:**

Out of the mouths of kids: After we found everything he wanted, a boy looked at his mom, smiled, and said with much enthusiasm: “I LOVE our Public Library!”

On a staff note, we like it because we get to search for things such as Colossal Squids!

# Monthly Youth Library Report

## November 26, 2018

### Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime	47
➤ Wednesday After School Group	93
➤ RPG teen group Wednesdays at 5:00	6+ weekly
➤ New D&D Teen group Tuesdays at 3:00	4 weekly
➤ WECEC outreach	25
➤ Biweekly visits from 4 <sup>th</sup> grade	57
➤ Monthly Kindergarten visits	40

### Special Programs:

➤ 3Doodle pens 11/10	4
➤ 3Doodle pens 11/17	6
➤ Guessing game	6

### Upcoming Programs:

- *Lego Day II* ( 12/1 @10:00am)
- *Magic show with the Amazing Alexander* (12/5 @3:00pm)
- *Can I have a dollar?* An introduction to money for preschoolers (12/8 @10:00am)

### Acquisitions since last meeting:

➤ Juvenile materials	10
➤ Young Adult materials	1

