

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: November 25, 2019 at 7:00 PM
Location: Windsor Public Library meeting room

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Ham Gillett, Donna Palatucci(x), Kathy Marsh(x), Vi Welker, Mike Welker, Kate Gibbel

Ex-Officio: Ruth Doiron – Friends' President(x), Heather Prebish – Selectboard Chair(x), Deb Ouelette – Town Treasurer(x)

Staff: Christine Porter, Director

Agenda Items: Call to Order: 7:03 PM

Changes or Additions to the Agenda

Approval of Minutes October 28, 2019

- Ham makes motion to approve minutes; Vi seconds; motion carries.

Correspondence In/Out

- Christine resigning from role as Director of Windsor Public Library, effective December 9th.
 - After December 6th, will be staying on 2-3 days a week open ended until a new Director is in place and trained.
 - Christine asked board to consider keeping her on in a temporary role (8 hours or less) after new Director is hired.
 - Ham makes motion to accept resignation; Eleanor seconds; motion carries.

Reports

a. Friends of Windsor Library

- Author Lunches Fundraiser
 - Preliminary discussions held.
- Holiday Read-Aloud
 - Sunday, December 8th at 4pm
 - Will be held at Windsor Mansion.
 - Board in agreement that we should promote admission by donation (Christine to inquire with Ruth if okay).

b. Library Director and Children's Librarian

- Discussion regarding Annual Campaign Best Practices workshop that Christine attended (see separate write-up entitled "Annual Campaign Best Practices Workshop November 2019" for reference).

- c. Finance Committee
 - Barring anything unforeseen, appear to be on track through remainder of 2019.
- d. Public Relations Committee
 - Mail Chimp
 - Christine to send out prior to Thanksgiving.
- e. Development Committee
 - Pursuit of larger corporate donors.
 - Requested from Christine before/after pictures, slide deck(s) (if available).
 - Will be assembling brochures after receiving requested items from Christine.
 - Discussion regarding the importance of including tangible/specific Items when asking for donations.
 - Weatherization
 - 1) Efficiency Vermont
 - 2) Mike to reach out regarding Building Performance Assessment.
 - Ham to continue assisting with a few existing development committee efforts (post 2019) to ensure proper transition.
- f. Building and Grounds
 - Library Cleaning Day for 11/24 postponed.
 - Children's door fixed by Nick at a cost of \$110.97.
 - Arnie from Green Mountain Plumbing contacted to level heat throughout the building.
 - Stoney Electric
 - Came on 11/22 to address the non-working relay and accompanying switches; issue is now resolved.
 - Will be returning to take care of the ballast in the entryway which went out on the day the aforementioned work was completed.

Old Business

- a. Trustee Manual Review – Emergency/Disaster Plan subgroup.
 - Jacquelin/Christine will attempt to meet in December.
- b. 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.

 - Current efforts have been dedicated to working with school to support specific family and care-givers involved.

Goal 8: The Windsor Public Library will provide a timely, balanced and pleasing collection of materials for all ages.

- Current efforts have been dedicated to the labeling of series.
- c. FY20 Budget Review
 - Ham makes motion to accept budget; Janet seconds; motion carries.
- d. Bake Sale 12/29 – Proceeding as scheduled.

New Business

- a. Ham Gillett stepping down at end of 2019.
- b. Dec 4 visit by Lara Keenan, State Library Consultant, VDL.
 - 5:30-6PM start time (Jacquelin to follow up w/Lara to confirm).
 - Focus will primarily be on first three bulleted items that Lara highlighted in her correspondence with Board & Christine:
 - Roles and responsibilities of library boards vs. directors.
 - Best practices of library boards – operation and management of boards.
 - Laws that apply to the work of libraries and library boards.
- c. Balancing Library use as a workspace for staff, a meeting space for the community, and, as a gathering space for young patrons.
 - Discussion centered (1) on patrons coming into office/workspace (unchecked) and what can be done to convey that the area is designated for the job responsibilities of the director/staff & (2) the director/staff needing to be attentive to the downstairs area (which requires them to leave workspace).
 - What can be done to mitigate constant interruptions while being mindful of the fact that the library is meant to be a welcoming environment to all?
 - Re-positioning of desks in office.
 - Re-training for volunteers.
 - Recruit volunteers to specifically assist with downstairs (as opposed to only being stationed at the front desk).
 - Could a staff member work effectively in History Room/ Would the presence of an adult in the downstairs area be helpful?
 - Consensus of board was that this is an area where a reset of sorts is necessary.
- d. Town Petition Update
 - Have roughly 100+ signatures for the Building Preservation ask (\$10k).

- Christine to draw up Town Appropriation ask now that 2020 budget has been finalized.

Public Comments

Next Meeting Monday, December 23, 2019

- Board in favor of moving up a week (12/16) due to proximity of Christmas Holiday.
- Jacquelin to send out message to board confirming change.

Adjournment: Vi makes motion to adjourn; Janet seconds; meeting adjourned at 9:12 PM.

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

Programming *Past and Ongoing:*

Genealogy group – November 4: 9 people, Nov 9: 8 people

Stoughton/Evarts book delivery ongoing – 7 people

Spanish class – 7-8 ppl weekly, no class Nov 13, 20 or 27

Knitting Group: 2-6 people every other Monday

Learn to Play Mahjong – 3-6 people weekly

Book Club at Cedar Hill Nursing – 6 people

Halloween Trick or Treat - 120 visitors, 97 comic books given out

Author visit by Kathrin Hutson: 7 people

Hunter Safety: 5 people

Current Passive Programs:

100 Fall Frolics and Finds Scavenger Hunt

Upcoming:

Libraries Connecting you to Healthcare Coverage: Thurs

Dec 5 (through a shared grant with Public Library

Association & Norwich Public Library)

Holiday Read Aloud: Sun. Dec 8 at 4:00pm, location TBA

Let's Lunch and Play at the Library: Noon Wednesdays

Jan-Apr.

Statistics

May, June, July, Aug, Sept, Oct (Oct, 2018)

Adult & YA Circ.: 864, 776, 981, 870, 872, 858 (805)

Juvenile Circ: 690, 411, 537, 556, 519, 557 (534)

Audio/ebooks: 58/32, 60/49, 73/40, 92/50, 98/51, 131/63 (71/80)

ILL in/out: 46/35, 39/39, 39/35, 32/40, 38/47, 46/23 (56/31)

Reference Q's: 58, 76, 63, 58, 30, 65 (65)

Visits: 1757, 1542, 1644, 1691, 1637, 1694 (1823)

Computer Use: 206, 225, 249, 238, 226, 258 (223)

Wi-Fi connections 335 network connections (418)

Due to software glitch, stats for Wi-Fi use start at Oct 11, so this number isn't entirely accurate.

Misc. Update

Christine attended a meeting of the One Card libraries. All Libraries continue to report success with the program. We signed a renewal for another two years.

Now that we are winding down the museum pass season, I thought it would be interesting to take a look at their usage. State Parks: 21 uses, Historic sites: 9, Billings Farm: 14, VINS: 17, Fort At No4: 6, Echo Aquarium: 9, American Precision: 10, Fairbanks Museum: 4, Shelburne Farm: 3, Birds of Vermont: 0, Southern VT Natural History: 3

Christine attended a workshop on best practices for annual campaigns. See notes in separate report.

Our 990 form was completed by the Rockwood Agency just in time for our extended deadline.

As of November 23, our Fall Appeal has raised \$775. Our Wish list has brought in items totaling approximately \$177 in savings.

Volunteer Update

Heidi Miller is out indefinitely due to surgery. We are searching for a fill-in for Saturdays 11am-1pm in her absence.

Eva Dellinger just signed on to be our new front desk volunteer for Mondays 9-11am.

Technology Update

Christine has digitized the first issue of the Windsor Chronicles as a test run. All looks good.

Christine has yet to install the two remaining Windows 10 computers. She is waiting until January when support actually ends for Windows 7. They are running without issue so best to get the most use out of them that we can.

Fun Koha stats: There are currently 58 Libraries that are members of the VOKAL consortium. In Koha, there are 57,261 patron records. There are 428,403 MARC records containing 1,196,898 physical items. The average daily circulation is 4,172. Total circulation in September was 112,648. Total circulation for the year was 1,428,323.

Building Maintenance Report – November 25, 2019

Library Cleaning Day is scheduled for Sunday November 24th. As of November 22nd there has been only one RSVP. And Christine now has a conflict so she will arrive at 1pm and if folks are there, we will work for an hour and do as much as we can, with focus on the baseboards and corner spider webs on the shelves.

Nick Carter fixed the children's room door. The total cost for repair came to \$110.97. So far, the carpet by the door is dry, even with the recent rain.

The storm windows in the office have been lowered. We will see if this makes a difference in the temperature. Arnie from Green Mountain Plumbing has been contacted to level heat throughout the building.

After numerous attempts, Christine was finally able to get a hold of someone at Stoney Electric. They came out on Nov. 22 to take a look at the non-working relay and accompanying switches. That issue is now resolved and they will be back on Monday to take care of the ballast in the entryway, which conveniently went out the day they arrived.

The hallway outside the children's room has been painted.

Monthly Youth Library Report

November 25, 2019

Ongoing Programs

	Attendees
➤ Wednesday Preschool Storytime (10/30, 11/6, 11/13, 11/20)	7
➤ Wednesday After School Group (10/30, 11/6, 11/13, 11/20)	82
➤ RPG teen group Wednesdays at 5:00	0-6 weekly
➤ WECEC outreach (11/4, 11/18)	59
➤ Biweekly visits from 4 th grade (9/27, 10/11, 10/25)	74

Special Programs

➤ Halloween Breakout Game (Dentists Against Halloween) during afterschool program 10/30	22
➤ 3D Pens 11/18	0

Upcoming Programs

- 3D Pens 11/30 10:00 – noon
- BreakoutEDU (Can't Catch Me! I'm the Gingerbread Man!) 12/30 1:00 pm

Acquisitions since last meeting

Juvenile materials:	19
Young adult materials:	2

