

## Windsor Public Library Board of Trustees

October 23, 2017 Minutes

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, Pamela Bagley (recorder), Sharon Besso, Kathy Marsh, and Sara Norris; and Christine Porter (Library Director)

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

Agenda Item	Discussion Summary	Action Items	Responsible
Call to Order	7:37 pm		
Changes / Additions to Agenda	None		
Approval of September 25, 2017 Minutes	Motion by Ham, seconded by Sharon; motion passed.		
Correspondence In/Out	None		
<b>REPORTS</b>			
a. Friends of Windsor Library  b. Library Director and Children's Librarian	The Friends met this month and discussed goals; they are looking for a vice president.  <ul style="list-style-type: none"> <li>• Started Mahjong group which has been popular.</li> <li>• Christine hosted a dog show at the elementary school for a school-wide assembly.</li> </ul>		

<p>c. Events / Programming</p> <p>d. Treasurer / Accounts</p> <p>e. Building Maintenance</p> <ul style="list-style-type: none"> <li>• e. Renovation update?</li> </ul>	<ul style="list-style-type: none"> <li>• The Library now has Novelist as part of Koha (reader's advisory).</li> <li>• There will be a rate increase for Koha and ListenUp Vermont in the coming year.</li> <li>• State will probably take over the courier service; if that happens anticipate losing our subsidy.</li> <li>• Christine is presenting Customer Service with improv Workshop at the New England Library Association.</li> <li>• The Library now has the technology option for patron initiated interlibrary loan requests.</li> <li>• Received a donation of children's science books from Subaru Loves Learning initiative.</li> <li>• DVDs are being categorized by genre</li> <li>• Two new volunteers have started.</li> <li>• See Director's Report for more details.</li> </ul> <ul style="list-style-type: none"> <li>• See Director's Report.</li> </ul> <ul style="list-style-type: none"> <li>• Reviewed Profit &amp; Loss Budget vs Actual, and Balance Sheet.</li> <li>• Christine has renewed the business license with the Vermont Secretary of State.</li> </ul> <ul style="list-style-type: none"> <li>• Roof repairs are done.</li> </ul>		
<b>OLD BUSINESS</b>			

<p>November Fundraiser</p> <ul style="list-style-type: none"> <li>• Updates on food, silent auction. Partner with WWW?</li> </ul>	<ul style="list-style-type: none"> <li>• We have a name for the fundraiser: "Fireside Frolic"—thanks to Jan Coxon for suggesting the name.</li> <li>• We will be able to use the Inn's kitchen to heat food</li> <li>• Considered collaborating with WWW, but decided not to.</li> <li>• Silent auction: we'll review last year's list to decide who to solicit donations from.</li> <li>• Promotion material—Tom has designed a poster, Save the Date, and a ticket.</li> <li>• Donations will be stored in the Library basement.</li> <li>• Talked about ways to relieve parking pressure.</li> </ul>	<p>Coordinate food</p> <p>Coordinate silent auction</p> <p>Notify police/fire department about parking at the Inn</p>	<p>Kathy and Sara</p> <p>Christine and Ham</p> <p>Jason</p>
<p>Vote on new Treasurer</p> <ul style="list-style-type: none"> <li>• For official purposes, we need to vote to approve Kathy as new Treasurer.</li> </ul>	<p>Motion made by Sharon to elect Kathy Marsh as the new treasurer; seconded by Sara; motion carried.</p>		
<b>NEW BUSINESS</b>			
<p>2018 Budget</p>	<p>Started discussed 2018 goals, preliminary budget; will continue conversation at future meetings.</p>		
<p>Public Comments</p>	<p>None</p>		
<p>Next Meeting</p>	<p>November 20, 2017, 7pm</p>		

Adjournment	Jason moved to adjourn, Sharon seconded. Motion passed.		

**Windsor Public Library**  
**Director: Christine Porter**  
**Report to the Board of Trustees – October 23, 2017**

**Programming**

Past and Ongoing:

**Genealogy group** – October 2 - 4 people  
**Stoughton/Evarts book delivery ongoing** – 10 people  
**Spanish class** – 7-8 weekly  
**Politics/Food Book Discussion:** October 10 – 6 people  
**Knitting Group:** Sept 25 – 4 people  
**Learn to Play Mahjong** – Sept 28 – 7 people, Oct 5, 7 people, Oct 12 – 6 people, Oct 19 – 7 people (a spinoff group has meet twice offsite Oct 9 - 5 people, Oct 21 - 4 people)  
**100 Fall Frolics and Finds** – 24 participants as of 9/24  
**Happy Tails Dog Show at State Street School** – 270 people

Upcoming

**Joe Citro – October 30**

**Statistics**

April, May, June, July, August, September (Sept 2016)

Adult & YA Circ: 932, 1019, 967, **1100, 1168, 987** (980)  
Juvenile Circ: 890, 736, 783, **636, 726, 900** (819)  
Audio/ebooks: 44/51, 46/50, 35/31, **45/51, 64/62, 46/42** (36/17)  
ILL in/out: 50/31, 59/31, 53/22, **55/38, 69/29, 50/28** (70/24)  
Reference Q's: 92, 58, 77, **141, 126, 81** (75)  
Visits: 1493, 1516, 1448, **1409, 1661, 1497** (1433)  
Computer Use: 206, 192, 175, **217, 238, 196** (167)  
Wi-Fi connections: 364 network connections (397)

Meetings

Christine attended the quarterly VOKAL meeting. We are now receiving Novelist as part of our Koha package! Novelist is a helpful database used to suggest readalikes, as well as provide series information, book reviews and Lexile scores (reading levels).

There will be a rate increase for Koha beginning 7/1/19 as well as a rate increase for Listen Up Vermont beginning 1/2018. More information will be coming on both increases. It was also announced that we will no longer receive a

subsidy from the State for the courier service once the State takes over the service from GMLC. More details to follow.

Christine will be presenting her customer service workshop at the New England Library Association tomorrow.

Misc.

CLOVER update: The VOKAL libraries now have a patron initiated interlibrary loan system. Patrons will have the ability to request items directly from the system.

We received a donation of children's science books from Subaru of America as part of their Subaru Loves Learning initiative. Through this initiative, Subaru has partnered with the American Association for the Advancement of Science to provide STEM books to non-profits across the country. We were nominated for the program by one of the staff members at People's Bank.

We are currently working on a project to rearrange the DVDs by category rather than by title. We are hoping categorizing them in this way will help patrons find DVDs they are interested in more easily.

We welcomed two new volunteers at the front desk! Macy Ferguson is our new Saturday 11-1 volunteer and Amy Robillard will be covering Thursdays 12-2. We are glad to have them join us!

## Monthly Youth Library Report

October 2017

### Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime	56
➤ After School Group	76
➤ RPG teen group	~7 weekly
➤ WECEC outreach	~15-20 biweekly
➤ Biweekly visits from SSS 4 <sup>th</sup> grade	~40 biweekly
➤ Monthly Kindergarten visit	~40

### Special Programs:

➤ 3Doodle   September 25 <sup>th</sup> (seniors)	1
➤ Joint program with American Precision Museum Junior Machinist Apprentice	4

### Upcoming Programs:

- Draw in 3D with 3Doodler pens | Oct 28<sup>th</sup> , November 11<sup>th</sup> , November 22<sup>nd</sup>
- Teen Read Week(s) | 1<sup>st</sup> page contest | October 1<sup>st</sup> - October 31<sup>st</sup>
- Estimation Game | How many marshmallows? | November 1<sup>st</sup> – November 30<sup>th</sup>

### Acquisitions since last meeting:

➤ Juvenile materials	6
➤ Young Adult materials	2