

Windsor Public Library Board of Trustees Meeting Minutes: October 22, 2018

Pre-meeting: Todd Allen from Mascoma Wealth Management presented an Institutional Performance Report 9/25/2015-9/30/2018

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

Call to order: 7:35 pm

Changes/Additions to Agenda:

- Annual Calendar update by Eleanor

Approval of September 24, 2018 minutes:

- Ham made a motion to approve the September 24, 2018 Meeting Minutes. Donna seconded the motion. The minutes were approved.

Correspondence In/Out: None

Reports:

a. Friends of the Windsor Library

- About 80 individuals attended the Enchanted Forest event in Paradise Park. The Friends plan to repeat the event next year.

b. Library Director and Children's Librarian

- Donations coming in from fund drive letters; Christine thinks the earlier timing of sending the letters this year was helpful.
- Koha has some minor updates coming.
- Green Mountain Library Consortium is celebrating its 10th year.
- Pumpkin sale has raised over \$250.
- See WPL Director's report for more details.

c. Events/Programming

- New group for teenagers has started; they're meeting on Tuesday evenings.
- Another Lego day coming up.
- Windsor Mansion Inn will host the December read-aloud event on December 9 at 4:00 pm.
- See WPL Director's report for complete listing.

d. Treasurer/Accounts

- Reviewed Profit & Loss Budget vs. Actual Report and the Balance Sheet.
- Remaining money for the new furnace and air conditioner will be transferred from the Mascoma Wealth Management Account.
- Suggestion to change names of some account names for clarity:
 - "Fundraising Event" to "Fundraising Events"
 - "Fund Drive" to "Fall Appeal (Individual)"

e. Building Maintenance

- Furnace delivery was delayed because there was too much oil in the tank to remove it. When oil tank oil level is low enough the furnace will be replaced. It is anticipated that the furnace will be replaced before the end of the year.

Old Business

Fireside Frolic: Space will be set up as it was last year. All food will be provided by the Board and donations.

- Silent auction
 - Suggestion that request for donations for the Silent Auction happens early in the calendar year—plan for after Town Meeting Day.
 - Would like experiences as auction items—Board brainstormed ideas.
- Food needs
 - Discussed food needs. Want more savory foods and fewer cookies. We'd like to purchase a few appetizers from the Inn.
- Promotion
 - Tom Haushalter will send Tom Marsh language and an image to promote the Fireside Frolic separately from the Library events list.
 - Board members took posters to post around the area.
 - Add to Valley News Calendar, and various listservs. Tom will coordinate with Christine.
- Organizing times
 - Transport and set up silent auction items and supplies for silent auction (auction sheets and pens). Tom will bring candles. Bring non-perishable food up any time after noon. Need volunteers for clean-up and silent auction set up and money collection, 50-50 raffle, food monitor and ticket takers (in shifts). Tom will make a sign-up sheet. Pamela will bring serving platters for food.

New Business

a. Annual Calendar Update (Eleanor)

- Eleanor updated the calendar based on previous comments from the Board. She'll post it on GoogleDocs. Board members should add comments and suggestions, but not change the document.

b. 2019 Budget

- Reviewed draft budget and discussed adjustments to the draft budget
- Motion made to approve \$86,680.62 to ask for the town appropriation. Kathy made the motion, Ham seconded. Motion carried.

Public Comments

Next Meeting: Monday, November 26, 2018, 7:00 pm

Adjournment: 9:34 pm

- Motion to adjourn the meeting was made Donna and seconded by Jacquelin. Motion passed.

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – October 22, 2018

Programming

Past and Ongoing:

Genealogy group – Oct 1 – 5 people
Stoughton/Evarts book delivery ongoing – 9 people
Spanish class – 7-8 people weekly
Non-Fiction Book Discussion: Oct 15 – 4 people
Knitting Group: every other Monday – 2-4 people
Learn to Play Mahjong – 7-8 weekly
Book to Movie Club – none in Oct
Beware of Scammers – 5 people
Enchanted Forest – 80 visitors
Book Club at Cedar Hill Nursing – 6 people

Upcoming:

See attached for additional programming

Statistics

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

Adult & YA Circ: 893, 802, 1020, **896, 973, 870**
(987)

Juvenile Circ: 782, 746, 523, **573, 533, 655** (900)

Audio/ebooks: 61/44, 73/50, 51/53, **82/84, 91/48, 70/56** (46/42)

ILL in/out: 51/33, 38/29, 38/36, **49/30, 50/28, 51/25**
(50/28)

Reference Q's: 65, 54, 68, **78, 90, 55** (81)

Visits: 1522, 1719, 1778, **1618, 1774, 1683** (1497)

Computer Use: 209, 206, 263, **277, 324, 237** (196)

Wi-Fi connections: ___ network connections

Misc.

The Fund Drive letters have all been mailed and stuffed. To date, we have raised \$1135.00

Christine will be out of the office October 29 (eve) and October 30 for follow-up medical care. Sarah will be out of the office Oct 29 through Nov 5. A substitute librarian from the state will cover the gap on October 30.

Christine attended the quarterly VOKAL meeting. An updated version of Koha will be going live on November 17th. Most of the changes are cosmetic, giving the software an enhanced look. There are also some upgrades to make a few tasks easier for our volunteers.

GMLC (Green Mountain Library Consortium) is celebrating their 10th anniversary!

Here are some fun facts about GMLC:

- 2008 - Became a 501(c)3
- 2008 - ListenUp Vermont subscribers - 98 libraries
- 2010 - VOKAL Consortium ILS was launched with 3 libraries circulating by year's end
- 2011 - ebooks were first added to the LUV collection
- 2012 - SCOOP purchasing cooperative was offered to all GMLC members (the contract participation was taken over by the State in 2015)
- 2016 - Delivery service launched with 78 libraries participating (delivery service coordination handed over to the State in 2018 with over 100 libraries participating)
- 2018 - LUV now has 159 subscribers with a collection of 5163 downloadable audiobooks and 9247 downloadable ebooks. VOKAL has 55 libraries circulating with 116,763 registered borrowers, 436,062 bibliographic records, 1,181,133 items, and an annual circulation of 1,463,471. WOW!

Feel good story of the month:

A representative from Windsor County Partners stopped in and looking around in awe remarked: "I haven't been here in a LONG time. And yet it still feels the same... cozy!"

Monthly Youth Library Report

October 22, 2018

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime (9/26,10/3, 10/10,10/17)	45
➤ After School Group (9/26, 10/3, 10/10, 10/17)	91
➤ RPG teen group Wednesdays at 5:00	5-6 weekly
➤ New D&D Teen group Tuesdays at 3:00	4 weekly
➤ WECEC outreach (10/14,10/22)	50
➤ Biweekly visits from 4 th grade	29
➤ Monthly Kindergarten visits	33

Special Programs:

Upcoming Programs:

- 3Doodle pens (11/10 and 11/17 @10:00am)
- Lego Day II (12/1 @10:00am)
- *Can I have a dollar?* An introduction to money for preschoolers (12/8 @10:00am)

Acquisitions since last meeting:

➤ Juvenile materials	27
➤ Young Adult materials	6

