

Windsor Public Library Board of Trustees

Minutes: September 25, 2017 – 7:00 PM

Attending: Tom Haushalter, Jason Gaddis, Ham Gillett, J. Christopher Callahan, Donna Palatucci, Kathy Marsh, Sara Norris

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	Key Discussion Points	Discussion Summary	Action Items	Responsible
Call to Order	7:02			
Changes / Additions to Agenda	None			
Approval of Minutes		Minutes of August 28, 2017 Trustee's meeting approved. Motion by Ham and seconded by Donna	Add Director, Christine Porter as attendee.	Tom
Correspondence In/Out		None		
REPORTS				
a. Friends of Windsor Library b. Library Director and Children's Librarian c. Events / Programming d. Treasurer / Accounts e. Building Maintenance		Enchanted Forest program tabled this year for lack of interest. Staff continues to plan programs that will draw participants. There was a little slow down last month.		

	e. Renovation update, Roofing	Jason reported that the table is done and work on the credenza has been ok'd for Paul Wilson. GMP will provide plumbing quote for oil burner.		Jason
OLD BUSINESS				
Fall Fundraiser	November 18; 7-11pm. Discuss food, auction, promotion, etc.	Tom reported on his meeting at the Inn. Limited to 120-125 guests. Ticket price to remain \$25. There was some discussion on the \$25/hr charge for bartenders. Tom will look in to that. It was agreed that perhaps fewer, but higher value auction items this year. Limit to maybe 25 items. Although a few possible names for the event were discussed, nothing was agreed upon. Tom will work on a name.	Donna and Kathy will organize food. Ham will coordinate and curate auction items. Tom will work on a name for this year's event.	Donna, Kathy, Ham and Tom
Meeting Room Policy	Vote on revised policy?	The 9/25/17 draft of the Meeting Room Policy was approved as final policy with correction of a few		

		typos. Motion by Jason, second Kathy.		
NEW BUSINESS				
Thursday opening hours	Should we move to 12pm opening to accommodate 12pm school dismissal?	Voted to change hours to open at noon on Tues and Thurs to accommodate school inservice early release. The library will close at 4pm on Fridays due to low use. Motion Ham, second Sara.	Christine will contact sign painter to change hours. She will also change them online.	Christine
Fall individual appeal	Set date for mailing. Oct. or Nov.?	We will collate mailing at our next meeting on Oct 23.	Tom will circulate a draft appeal letter for review to be printed by next meeting	Tom
Public Comments		Director showed brief slide presentation of Windsor Promises Community – a regional group working with a grant to bring reading to		

		the homes in order to better prepare children for kindergarten		
Next Meeting	October 23, 2017, 7pm			
Adjournment	8:53	Motion: Jason, second Ham		

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – September 25, 2017

Programming

Past and Ongoing:

Genealogy group – September 11 - 5 people

Stoughton/Evarts book delivery ongoing – 10 people

Spanish class – 7-8 weekly

Politics/Food Book Discussion: September 12 – 6 people

Knitting Group: August 28 – 3 people, Sept 11 – 4 people

Adult Book Discussion – September 19 – cancelled (see notes below)

Movie Nights at Cheese Board: last movie Sept 8 – attendance was between 50-100 for each movie.

Learn to Play Mahjong – Sept 7 – 9 people, Sept 14 - 4 people, Sept 21 – 5 people

100 Fall Frolics and Finds – 24 participants as of 9/24

Upcoming

Joe Citro – October 30

Statistics

March, April, May, June, July, August (Aug 2016)

Adult & YA Circ: 892, 932, 1019, **967, 1100, 1168** (1186)

Juvenile Circ: 820, 890, 736, **783, 636, 726** (993)

Audio/ebooks: 53/43, 44/51, 46/50, **35/31, 45/51, 64/62** (46/31)

ILL in/out: 51/38, 50/31, 59/31, **53/22, 55/38, 69/29** (29/27)

Reference Q's: 80, 92, 58, **77, 141, 126** (106)

Visits: 1421, 1493, 1516, **1448, 1409, 1661** (1632)

Computer Use: 208, 206, 192, **175, 217, 238** (262)

Wi-Fi connections: 450 network connections (475)

Meetings

Christine attended a meeting of the One Card libraries. All of the librarians in attendance agree that the program is running quite smoothly and we are committing to the program for another two years.

Christine received training for the new videoconferencing system on Thursday, August 31st. Now to plan some programming!

Christine attended the third and final meeting for the Promise Communities grant. We have a plan in place for how we want to see the resources used and made our presentation to the decision makers.

Misc.

What to say? We rock!

The Book Discussion group has been seeing declining numbers over the last several months, so Christine has decided to give the group a hiatus to restructure the group to appeal to more people. Christine put out an anonymous survey to group members and to friends of our Facebook page to see what people would like to see, as it's clear there is interest in the group overall. She has gotten a lot of great feedback and plans to reinstate the group as a book/movie comparison group in January.

CLOVER update: Some libraries have found quite a surge in the number of ILL requests since the inception of the new system, and there is some question as to the amount of control we have to choose courier libraries as our priority in order to save as much as possible on postage. The stats for Windsor have shown a slight increase in postage costs (\$10 increase for August) and we will continue to monitor our costs in the months to come.

The Library participated in the Fairy Tale Festival this past weekend in Killington. This festival was a celebration of Vermont Public Libraries and the libraries pulled out all the stops in making this a fun and creative event for all. Over 550 people attended the event and were treated to Viking demonstrations, puppet shows, storytelling in multiple forms, arts and crafts. Visitors were given a gift bag and a passport to help them find all of the stations and activities. Libraries outdid themselves on decorations and creating interactive and memorable activities. One family commented that they had been there for 4 hours and still didn't get to participate in everything that was offered and another stated, "I had no idea libraries were so much fun!" Another stated "I've never had more fun with my kids than we had today...we all got to be kids together. It was amazing!" Christine represented Windsor with a yo-yo telling of The Mud Fairy by Amy Young and gave away over 100 yoyos to kids (and some adults too!). Many thanks to a private donor for the donation.

Monthly Youth Library Report

September 2017

Ongoing Programs:

- Wednesday Preschool Storytime
- After School Group
- RPG teen group
- WECEC outreach
- Biweekly visits from SSS 4th grade

Attendees

50
40
~7 weekly
~15-20 biweekly
~40 biweekly

Special Programs:

- 3Doodle | September 9th
- Walk into the Insect World | September 16th
- Starlight Story Time | September 18th 6:30pm
- 3Doodle | September 23rd
- Estimation Game | How many patron visits in 2016?
(17,989 in case you're wondering)

5
12
0
8
15

Upcoming Programs:

- 3Doodle | September 25th (seniors)
- Monthly visits from SSS kindergarten classes
- Draw in 3D with 3Doodler pens | October 20th & 28th, November 11th & 22nd
- Joint program with American Precision Museum | October 6th | Become a Junior Machinist Apprentice 3:00pm
- Teen Read Week(s) | 1st page contest | October 1st - October 31st

Acquisitions since last meeting:

- Juvenile materials
- Young Adult materials

24
9

