

Windsor Public Library Board of Trustees Meeting Minutes

Date: September 23, 2019
Time: 7:00 PM
Location: Windsor Public Library meeting room

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

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

Staff: Christine Porter

Absent (x)

Agenda Items: Call to Order 7:03 PM

Changes or Additions to the Agenda

Approval of Minutes August 26, 2019

- Ham moves; Kathy seconds; motion carries.

Correspondence In/Out

- Christine upstairs – nothing came through on emails
- Update from Christine (later): Windsor County Mentors sent a thank you for use of the space

Reports

- a. Friends of Windsor Library
 - Enchanted Forest 10/12,
 - Holiday Reading (12/8) – no venue
 - Meeting in September? Unsure what happened. Christine was not at meeting
- b. Library Director and Children's Librarian
 - Volunteers: Carolyn brought on, Kathy shifted,
 - Last Board meeting Christine said we had 24 volunteers (not including Board Members)
 - Technology: 4 computers picked up by Christine
 - Installed #4, will install others later
 - The computer Sarah and Melissa share has been acting up
 - Janet says she walked in once and a young child was playing a child's game on the computer Sarah and Melissa share.
 - Should there be boundaries with staff computers?

- Yes, inappropriate for others to use workstation. Christine shared that she needs to occasionally let patrons use staff computer if all are filled and they are doing something quick. The child who was using the computer was doing so while awaiting pickup from mom as he had a meltdown.
 - Computer has an old operating system as well
 - Update from Christine: Brian upgraded Sarah and Melissa's computer with a Windows 10
 - Board training opportunities: three regional trustee trainings 9/28 9:30 – 12:30 pm, 10/12 10-2 pm, 10/21 9am -noon. All on Saturdays.
 - Update from Christine: this is a new free event
 - Feel good story: Librarians from IN loved the WPL
 - Kathrin Hudson author date postponed to Nov 2
 - Youth Report
 - Good attendance with story time and after school group
 - RPG teen group 4-6 weekly
 - No attendance with August 3D Pens
 - Upcoming events: Sept. 3D pens and Dentists Against Halloween on 10/18
 - Update from Christine: Incident report that she will write later that involved police; Sarah and Melissa handled it well.
 - Update from Christine: Natalie Frost will come Monday 10/21 to WPL to give a presentation
 - Update from Christine: Fall Paint Party 10/18
 - Local outreach update: Roaming Rover will go to local businesses
 - Jacquelin asks about movies at the CheeseBoard
 - they may not happen next year as Cheeseboard is looking to go in another direction
- c. Finance Committee
- Made more at book sale this year (\$1,200)
 - Fundraising so far: \$3,414
 - Fundraising budget last year was \$4,500, up to \$5,000 for 2019
 - Question for Christine: If no bake sales last year, how was money raised?
 - Update from Christine: Paint & Sip filled the gap
 - Currently \$1,500 below fundraising goal
 - Potential bake sale during foliage season
 - Harvest Moon table (maybe for next year, too late to have one this year)
 - Update from Christine: believe cost was prohibitive, possibly up to \$100 for a table
 - Would we make that amount back?

- Friends were going to do it and did not – Christine will follow up with Ruth
- Holiday Reading could be a donation
 - Update from Christine: the Friends host
 - Discussion of pros and cons of advertising donations
 - Definitely want donations at event. Ultimately, however, this is up to the Friends
- Ham surprised David Millstone didn't bring people
 - Millstone said he really liked the space
 - Discussion about the pros and cons of branding it as a "community dance" vs. a "contra dance"
 - Kate suggests advertising (putting up posters) at Tracy Hall in Norwich if we do this next year
- Corporate Appeal: We are below budget but comparable with last year
 - Ham suggests we follow up with people who donated last year but not this year
- Jacquelin will draft a new letter for the Fall Fund drive
- Kathy's Finance Report: with contributed support we are behind budget, but with total income we are slightly above.
 - Misc. income is on target and invest income is above. Bottom line, we are okay but we want to come out ahead.
 - Jacquelin asks if we come up short in budget, do we dip into investment money
- Last month we had to pay an extra \$300 for subs
 - Discussion of the \$294 fee vs. salary expense which is under budget (currently at 57%)
- Christine might ask Friends for money for a computer
 - Update from Christine: She will ask in the future
- Janet suggests doing a dinner with an author (Donna Sweeney?) and charging \$50
 - Do we have people who would pay that much
- So far expenses are below budget (currently 65%)
 - No heating bill yet
 - New furnace, so bill might be lower
- Ham asks where do we stand with Ted and Jane?
 - Christine sent letter to Ted and Jane – will follow up next week
- d. Public Relations Committee
 - No updates
- e. Development Committee
 - Summer Sendoff
 - Jacquelin met with Development Committee after Summer Sendoff
 - Excited that we came within \$500 of our goal
 - Would have had to sell 35 more tickets

- Discrepancy in budget: Facebook Blast closer to \$15 (not \$20) and toilet fee \$10 less
 - Agreed that everyone had fun
 - Make final announcements for bids for next year
 - Disappointed that David Millstone's following did not come – rehash of advertising conversation
 - Posters at Tracy Hall
 - Branding as Contra Dance?
 - Did \$15 vs. \$25 ticket mean a different crowd
 - Does a silent auction fit in with a contra dance event
 - Should we be more selective about our auction items?
 - Christine had mentioned (last month) doing the auction at the holiday event or online
 - Discussion of whether items go for less or if people would give more than their value
 - Want to do event again
 - Start marketing earlier
 - Hit up events/businesses earlier as well (January, not the summer)
 - People did not realize we would not do a Fall Frolic
 - Update from Christine: she wants to host a murder mystery party for the WPL
 - Eleanor points out Windsor Mansion did this once
 - Christine doesn't want to charge \$100 (like WM)
 - Windsor Station and AuJus possible venues to explore
- f. Building and Grounds
- Lights not turning off was an issue. Using the breaker to shut off the light.
 - Eleanor asks if we want to replace the bulbs
 - Janet asks will it mean different wiring
 - Ham suggests problem might be more than switch
 - Jacquelin says this problem could be an example for what to do with the \$10,000 emergency fund
 - Update from Christine: Sarah followed up – the light guy is having a hard time replacing the parts
 - We don't know if the wiring is old
 - Ham will reach out to Stoney to get wiring information
 - Will reach out to other former Board Members if needed
 - To ask Christine: is there a fix for the leaking door?
 - Update from Christine: no update since she has been away
 - Christine will follow up with Nick Carter to obtain quote
 - Do the Adirondack chairs sit out all winter?
 - Update from Christine: Last year chairs stayed out, year before they went to Tom's
 - We will ask Mike and Vi to store them
 - Cleaning day TBD

Old Business

- a. Trustee Manual Review - Emergency/Disaster Plan – table but create subgroup to review with Christine
 - Will look over in October
- 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.
 - Goal 8: The Windsor Public Library will provide a timely, balanced and pleasing collection of materials for all ages.
 - Christine hasn't been here so little update
 - Wants to send flyer to schools
 - Need to resolve Chrome Book issue first
 - Setting up separate Wifi for Windsor students w/ Chrome Books
- c. Summer Send Off Retrospective and Thank You cards
 - Board agreed to do it
 - Kate will order WPL cards
 - The person who solicited will write the thank you note
 - Bob Haight needs a letter from the library for Taxes
- d. Petition(s) for 2020 Town Meeting: Normal and Building Reserve Fund in amount of \$10,000
 - Goal for \$10,000 Reserve fund: Get 150 signatures by Halloween

New Business

- a. Individual Fall Fund Drive
 - Jacquelin will frame similar to last year / corporate appeal
 - Withhold comments until October meeting when we can discuss together
 - Eleanor asks if there's a pumpkin sale this year
 - A patron did that last year – she did it as a school project
 - Without patron, staff will be responsible for taking pumpkins in / out
 - No pumpkin sale this year, but keep in mind for next year

Public Comments

None

Next Meeting Monday, October 28, 2019

Adjournment

Kate motions to adjourn, Ham seconds, all vote in favor.

Windsor Public Library
Director: Christine Porter
Report to the Board of Trustees – September 24, 2018

Programming

Past and Ongoing:

Genealogy group – no meeting in Sept
Stoughton/Evarts book delivery ongoing – 9 people
Spanish class – 7-8 people weekly
Non-Fiction Book Discussion: Sept 11 – 6 people
Knitting Group: every other Monday – 2-4 people
Learn to Play Mahjong – 7-8 weekly
Book to Movie Club – Sept 17 – 8 people read, 3 attended
Movie Nights at Cheese Board – approx. 30 attendees per movie

Upcoming:

Beware of Scammers – Oct 15
Book Club at Cedar Hill Nursing – Oct 22

Statistics

Mar, April, May, June, July, Aug (Aug. 2017)

Adult & YA Circ: 981, 893, 802, **1020, 896, 973**
(1168)

Juvenile Circ: 869, 782, 746, **523, 573, 533** (726)

Audio/ebooks: 60/38, 61/44, 73/50, **51/53, 82/84, 91/48** (64/62)

ILL in/out: 65/33, 51/33, 38/29, **38/36, 49/30, 50/28**
(69/29)

Reference Q's: 84, 65, 54, **68, 78, 90** (126)

Visits: 1588, 1522, 1719, **1778, 1618, 1774** (1661)

Computer Use: 198, 209, 206, **263, 277, 324** (238)

Wi-Fi connections: 357 network connections

Misc.

The Friends of Windsor Library are hosting Enchanted Forest in Paradise Park on Saturday October 13 from 4-6pm.

September is National Library Card Sign up Month. So far we have had two classes of 4th graders and 3 classes of Kindergarteners sign up for Library cards. As of this writing, 83 Library Cards for kids and adults have been given out so far this month.

Christine will be out of the office September 26-27, Oct 1-4, and October 30-31 for follow-up medical care.

We have had several inquiries this month from folks in the UK, thinking they were contacting the Windsor Library in the UK. The best part is that we were able to help most them with their requests or direct them to the proper contacts.

Feel good story of the month:

The Kindergarten class had their first visit to the Library today, which is always a special time. Part of the experience for most of the kids is getting to check out their very first Library book. One child was quite nervous and asked a very serious question: "What happens if the OWNER of the Library wants the book back and we have it in our box at school?" We assured them that the "owner" of the Library was glad that they were borrowing the book and will not expect it back until its due date.

Monthly Youth Library Report

September 24, 2018

Ongoing Programs:

	Attendees
➤ Wednesday Preschool Storytime (9/5, 9/12, 9/19)	37
➤ After School Group (9/5, 9/12, 9/19)	64
➤ RPG teen group	5-6 weekly
➤ WECEC outreach (9/10,9/24)	55
➤ Biweekly visits from 4 th grade	25
➤ Monthly Kindergarten visits	43

Special Programs:

➤ Lego Day (9/22)	28
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Upcoming Programs:

➤ 3Doodle pens (9/29)	
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Acquisitions since last meeting:

➤ Juvenile materials	19
➤ Young Adult materials	1

