

Town of Glastonbury
Welles-Turner Memorial Library Board
Monday, January 14, 2019
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, January 14, 2019 the Friends Room. A quorum was present.

Meeting called to order at 7:01 pm.

1. Roll Call

Present Board Members: Henry Hunt, Ellen Saunig, Jennifer Hudner, Susan Pearlman, Jaye Winkler

Other attendees: Barbara Bailey (Library Director), Don Kray (Friends of the Library), Maureen Cosgrove.

2. Next meetings – March 11, 2019, May 15, 2019

3. Public Comments – none

4. Acceptance of prior meeting's minutes

- Strike extra "have" in #4.

- Note: that the Friends contribute significantly more than the \$9k as reflected in the minutes. The Library Board thanks the Friends for their continued support.

5. Liaison reports

Friends of the Library (Don Kray)

- There is a book sale this Saturday, January 19, 2019 for all books except children's books. This will run from 9:30 to 4:00 p.m. in the Friends Room. If there is inclement weather, it will be the following Saturday. There will be a children's book sale on February 23, 2019. The large book sale is in May 2019.
- The January 19, 2019 book sale will be the first book sale in which credit cards are accepted.
- Friends are responsible for the cart of books being sold. Averages usually \$400-500/month. Janet Miller comes in pretty much daily to re-stock it. Susan Pearlman asked if more money could be made with a larger area to put the books. Don Kray replied that due to current storage constraints in the library there are not as many books as there used to be at the library. Sue Pearlman noted that a number of libraries have larger areas for books that are being sold. Currently there is only one cabinet. Even by doubling it, it could increase revenue significantly. It also could reduce the amount of time that has to be spent re-stocking it. Don Kray will raise this issue at the upcoming Friends meeting.

Second Century Fund (Maureen Cosgrove)

- The Second Century Fund is potentially contributing more money to the library addition, however, the SCF has not met in some time. There is a Second Century Board meeting on January 28, 2019, at which time Second Century will be discussing what to do in terms of further contributions and discussing the referendum. Additional contributions will not be intended to not to defray the costs of additions, but more for additional things that could be needed; i.e., equipment, machinery, etc. Second Century will be focusing on the Maker's Space.
- At this time, it is not clear whether the Second Century annual appeal was successful. However, there was a large donation of approximately \$100,000.00 as part of a charitable remainder trust.
- Library gets approximately \$1,000.00 a year from The Hartford Foundation. There is an additional fund – the Sistero Fund – that can be applied for.
- Jaye Winkler thanks The Second Century Fund for its hard work and dedication.

6. Library Director's Report

From Library Director Barbara Bailey

- A \$500 gift was received from an anonymous donor.

Statistical Report

- E book usage has been increasing, whereas before it has been stagnant. It has gone up significantly nationwide, about 22%.
- Hoopla – downloadable service – get audio, e books, comics, TV. It's always available – waiting list is not necessary. You can get it on your tablet or other device. You can check out three items a month. You sign up using your library card. Movies and TV shows are typically not available in high volume via Hoopla. Difference between Overdrive and Hoopla is that titles are always available. Multiple people can use the same book. However, you probably will not find a bestseller on Hoopla.
- Morningstar Online – an investment service. Very popular. Users have increased quite a bit recently.
- Hoonuit – a service that helps with, for instance, creating a certain table on Excel, or use a function on MS Word.
- Qello – concert series.
- Data usage information includes remote log-in. Some services only one user can use at a time.
- New York Times database – can basically be sent up based on what you want to receive. You get whole domestic paper. The user chooses what content they want. Provides unlimited access.
- Library visit numbers were about the same for the last six months as the previous six months. Barbara Bailey has some issues with the data collection. The people counters are approximately 20 years old. They also do not always accurately count people, and are likely under-counting the actual amount of visitors.
- Jennifer Hudner asked about additional ways to promote electronic resources. Barbara Bailey said the Library is looking at a potential small marketing plan for electronics, such as putting a letter in the *Glastonbury Citizen*, and putting notifications near the hard copy resources.

- Barbara Bailey noted that when the Library reports to the state library board, we report website visits, total number of public computer visits (22k/hours/month), among other statistics. Wireless users are a large portion of users now. The Library is currently working with IT to try to find a way to better track wireless users.

Expense Report

- Halfway through the fiscal year. The higher numbers on the report, for instance, wages at 89.4%, are charges that are incurred up front.
- “Technology Use Charges” are subscriptions, for instance, to MS Office.
- “Office equipment/furniture” – mostly computers, which are replaced by the town every 5 or 6 years.
- Expense report is accepted by the Board.

7. Board Committee reports

None.

8. Old Business

None.

9. New Business

Budget –

- Budget is done every year (early November). In the past, what has happened is that the Library Director would bring a copy to the budget to the November Library Board meeting and the Library Board would vote to send it to the Town Manager. The only real item that the Library Director can control are books and media, supplies, etc. The Library Director puts forth a suggested budget. It is then submitted to the Town Manager, then it goes to a public meeting where they are taking all the budgets and make a town budget. Then they are all reviewed. Any cuts are made by the Board of Finance, then they have to be approved by the Town Council.
- The Library has an approximately \$1.7M budget. Very rarely over the years has the library budget been cut by the Board of Finance.
- The technology budget went up a lot this year due to the automatic sorter. It is off warranty, so we had to get a warranty for that (approximately \$10k).
- Going forward – if we want to revert to the old method of having the Library Board review the budget, Barbara Bailey could submit it in the November meeting for review by the Board.

Library Renovations update

- Town had to go out for RFQ for an architectural firm. In the study that was done, there was no retainer that said we have to keep the architect that did the proposal. They are accepting bids until the end of January 2019. This process is handled by the Town Council.

- Library Plan review
 - Page 1- Site plan. Not encroaching on wetlands. We are losing 10 or 11 parking spaces. Parking could be tight, but perhaps the Library/town can negotiate with the bank to use some of their parking.
 - Page 2- current first floor. Children's addition will be around 500 sq ft. New architect has to follow exterior footprint because that's what went to referendum.
 - Anything in white, there will be no renovations.
 - Friends Room – Friends will be looking at potentially new carpet, paint, lighting, for the room at their next meeting. Don Kray believes there is a significant of money designated for this purpose but does not have exact figures yet.
 - The Library will also be looking at new lighting, HVAC, etc.
 - Jennifer Hudner – suggested more than one person at a welcome-type, reference desk. Also suggested additional space (i.e., a bookcase) for Friends to put books.
 - The addition likely won't be completed until 18 month - 2 years.
 - Ask Building Committee – can we get working gas, fireplaces in the Library?
 - A café was discussed as a nice potential addition

What is happening next with the Library addition?

- We need an architect.
- In all likelihood, the project will be turned over to the Public Building Commission – will likely ask for a liaison from the Library Board. Barbara Bailey putting a building committee together to look at the plans as the architect does them. This committee will probably meet every 4-6 weeks, likely beginning in late spring. Architect needs to get on board and some work needs to be done.
- Final approval of plan will likely rest with Public Building Commission. Town Purchasing Department will put out the bid for the contractor. We do have the state grant, so we do have to follow the parameters that the state has set up. (Have to pay prevailing wages, etc.). We have asked in the RFQ that the architect help with that as well.
- Architect will usually get between 4-5% of the total cost of the project. Trade issues are currently driving up costs (masons, steelworkers, etc.) About 2.5-3.5 of the 6.5M actually will go to the new construction. A lot of it goes to updating mechanicals, HVAC, etc. HVAC is extremely costly.
- Programs and services that we might want to offer – we need to start thinking about this. It is premature, but we need to start brainstorming and thinking.
- On Level 2, there are several options for current meeting rooms.
- Jaye Winkler – contact Barbara Bailey if interested in new programs/uses for programs in new space. (Programs and services).
- Currently, we are just waiting for an architect. There will be 7-10 people on Building Committee – 2 Friends, 2 Second Century, 1 Board, 2 Library staff. There will probably have to be a member of the Public Building Commission.
- Barbara Bailey is not looking to have a huge committee – Jennifer Hudner suggested potentially an architect. It is useful having someone who is expert on building codes.

New Business

- Presentation from state library - the state library is working on a special training on library boards. Barbara Bailey just got communication about it.
- Review of Board bylaws - we will review bylaws in March 2019.
- "Board binder" – this was supposed to be passed out and reviewed.
- FOIA – distributed by the town every year. Freedom of Information Commission releases this. Library Board reviewed FOIA laws. No questions. No acceptance needed. Town Clerk just wants to have a copy.

10. Correspondence

None.

We wrote a letter to the Town Council asking for clarification on our roles and responsibilities. Barbara Bailey has heard back yet.

11. Adjournment

The meeting adjourned at 8:25 p.m.

Respectfully submitted by Ellen Saunig.