

Town of Glastonbury
Welles-Turner Memorial Library Board
Monday, March 11, 2019
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, March 11, 2019, in the Friends Room. A quorum was present.

Meeting called to order at 7:07 pm.

1. Roll Call

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

Barbara Bailey noted that Irene Newquist is on also the board. However, she works evenings, she is typically unable to attend meetings.

Other attendees: Barbara Bailey (Library Director)

2. Next meeting – May 13, 2019

3. Public Comments – none.

4. Acceptance of prior meeting's minutes

- Susan Pearlman requested that an addition be made to the minutes. The minutes are amended to reflect Susan Pearlman's comment about space concerns with a potential bookcase addition.
- A question was raised as to the amount of the Second Century Fund gift to the library addition. The Secretary (Ellen Saunig) will inquire and amend the minutes further at the next meeting if necessary.

5. Liaison reports

Friends of the Library

- There was no representative from Friends. Don Kray is presently away.
- It was noted that the book sale on February 23, 2019 made \$1,985.00.

Second Century Fund

No report

6. Library Director's Report

From Library Director Barbara Bailey

- No comments

Statistical Report

- Circulation is going down. Not just at our library, has been going down everywhere. We anticipate digital downloads are going up. However, Barbara Bailey noted that the people counters need improvement. They appear to be inaccurate. The library is in process of getting quotes for a replacement and it will be on order.
- The drop in website visits reflected on the report (down significantly) is likely due to the use of apps. In other words, website features can be accessed via app. (Ex: app for Hoopla, Acorn, etc.) This drives down website traffic. We get “credit” for the traffic under the individual products. For some resources, such as Hoopla, we get credit based on user “hits.”
- To learn how to use some of these resources, the reference librarians are here to help.
- “Stingray Qello” – is downloadable concerts.
- Barbara Bailey discussed potentially at the next meeting viewing one of the resources available on the website if we can meet in the Friends Room.
- Susan Pearlman asked if there was anywhere in the library where it is listed what each application/resource does. Per Barbara Bailey, they are listed on the website, but there is nowhere they are listed in the library. Each application/resource has its own marketing material.

Expense Report

- “Wages other” could mean overtime.
- We have not had “contractual services” in a long time. A while back, we used contractual services for things such as duplicate copies of bestsellers. However, the library found it was difficult to administer and is no longer needed.
- Data processing – all computer related expenses – membership in consortium, maintenance, licenses for software, etc. Consortium is billed based on use. Because we are a busier library we get charged more.

7. Board Committee reports

None.

8. Old Business

Budget – the Town Council meeting is next week regarding the budget. The Board of Finance is recommending many cuts. We will not know what happens until after the budget. Library Director does not do a presentation at the Town Council meeting with respect to the budget.

Library Renovations –

- Per Barbara Bailey, we have done a round of interviews with prospective architects. Two have been recommended to move along in the process. This is confidential until one is hired. The top two contenders have been asked for their fees. Usually the town manager makes the final decision on this. Usually, it’s low bidder.
- The Governor’s “debt diet” puts the \$1M grant from the state to for the library addition in jeopardy. The state librarian sent an e-mail to the Library Director in early March and was not sure as to the status of the grant. The Governor has cancelled the first two bond meetings of this year. We do not know the status of the \$1M grant

at this time. If it is cancelled or cut, this will likely push more money that needs to come from town bonding.

- The library renovation project is est. 18-24 months from beginning to end
 - There is not currently a timetable for hiring an architect.
 - “Maker space” – there is an upcoming Hartford Public Library presentation on March 20, 2019 at 4:00 p.m. Trisha George will give us a tour to whomever can attend. There is a video studio, audio studio. Apparently it is very well patronized by the kids.
 - A large maker space will be opening in the basement of the old G. Fox building in April 2019. In New London, an incubator is developing software where you can send your 3D design to be printed and then picked up. A smaller maker space may be opening at one of the insurance companies.
- Susan Pearlman asked about charging for equipment and services. Per Barbara Bailey, the only charge services are copying and 3D printing. However, once the Maker Space is developed, we could potentially need to charge for materials. Typically, with Makers’ Spaces, there is a charge for supplies.
- Susan Pearlman noted different libraries have different policies regarding charging for services despite being “free” public libraries.
- According to Barbara Bailey, the only thing that has to be free is the first library card. State library raised the legal issue of charging computer usage time to the Attorney General’s office. The Attorney General said it was a “core service,” so the library could not charge for it. It all centers around what you consider a “core service.” Ex: story time is a core service. By contrast, if you do a craft program, you can charge for supplies. Notaries and passports can charge. The library cannot charge for a library card but you can charge for a replacement. You cannot charge for use of computer time but you can charge for paper.
- Passport service has been very popular.

9. New Business

Connecticut Library Association legislative agenda

- Main goals are to restore state funding in various areas.
- Regionalization – governor is proposing potential regionalization of smaller town libraries that are struggling. For example, one main library and branches. This has been discussed for a long time.
- Glastonbury is one of the larger libraries in the consortium. We buy a lot of duplicates. Smaller libraries do not. We are second to West Hartford in the consortium in terms of circulation. We have a high percentage of readers.

Association of Connecticut Library Boards

- Jennifer Hudner asked about a presentation from the Association of Connecticut Library Boards (ACLB) for Board members. According to Barbara Bailey, we are still waiting to them to perfect their training for an advisory board.
- Susan Pearlman proposed a motion to schedule a meeting from the ACLB to have them come and give a presentation about library boards and how we should operate and ideas for collaboration. This motion was withdrawn and re-worded to read as follows:
 - Motion: Susan Pearlman moves to invite the ACLB to provide a training, and after the training, the Board will review the current bylaws.
 - * The Board voted unanimously in favor of the motion.
 - * Board Chairwoman Jaye Winkler will contact the ACLB.
- The Board discussed having a special meeting for the ACLB presentation. It has to be noticed. Once we have a date from ACLB, we will notice the meeting.

10. Correspondence

None.

11. Adjournment

The meeting adjourned at 7:47 p.m.

Respectfully submitted by Ellen Saunig.