

Town of Glastonbury
Welles-Turner Memorial Library Board
Monday, November 4, 2019
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, November 4, 2019, in the Friends Room. A quorum was present.

Meeting called to order at 7:16 pm.

1. Roll Call

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

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

2. Next meeting – Monday, January 14, 2020

Barbara Bailey proposed changing the meeting to the last Monday, January 27, 2020.

3. Public Comments

4. Acceptance of prior meeting's minutes

The Board accepted the meeting minutes with the following corrections:

- Correction to date of the next meeting, which should have reflected November 4, 2019.
- The word “canope” in section 6 should be corrected to be “Kanopy.”

5. Liaison reports

Friends of the Library (from Don Kray):

- The Friends hosted a successful book sale on September 7, 2019.
- \$16,925.00 was raised. This money will go into general funds, which typically goes entirely to the library.
- A comment was made that there is no current liaison to the Friends on the Welles-Turner Library Board.
- Friends did provide money for the AV equipment in the WTML Friends Room – approximately \$38k. Barbara Bailey has recently given the Friends more space for selling books in the library. What used to be the lending desk will now be used by the Friends for selling books. Expect to have this on or about November 15, 2019. Book cart continue to make about \$400 a month.
- Sue Pearlman noted that the books for sale are displayed like a bookstore at the Farmington Library.

Jaye Winkler, Chair, thanks the Friends for their continual support and the new AV equipment.

Second Century Fund (Maureen Cosgrove)

- SCF is working with Hartford Foundation for grants. However, we cannot apply for a grant until there is something specific to ask for. For example, the makers' space is a good use for this kind of a fund because you can point to something specific that is needed and why.
- Former GHS student, now at RISD, created a piece of art. Barbara Bailey and Maureen Cosgrove will go to look at it on November 14 at 6:30 p.m. with the goal of purchasing it to put it in the library. However, this will depend on whether the library wants the piece. Estimated about 2' x 3.' Would also need a glass case. It is unclear at this point what steps would need to be approved to have it in the library. Cost is \$2,500.00.

6. Library Director's Report

From Library Director Barbara Bailey

- The library has recently been receiving noteworthy press. For example, the presentation on Connecticut Witches was reviewed in the *Hartford Courant*. The library also partnered with the Parks & Recreation Department to do a story time stroll for kids in costume for Halloween. About 148 people participated. There was also press generated surrounding the cookbook club.

Statistical Report

- Some statistics are not reported until the middle of the month.
- No door counter yet. Targeting January 2020 now to have at least 6 months of the FY in the report.
- There has been a decline in circulation but increase in electronic use. Ex: overdrive.
- There was a large passport application increase due to passport event last month.
- Hoopla is down because it is capped. We are going to cancel Hoopla when our current account is down. We use Kanopy for movies. Acorn is primarily a BBC audience.
- Facts on File – probably will not be renewed due to low use.
- Sometimes things don't circulate because they are a paper use. For example, college test prep books are only popular certain times of the year.
- As of January 1, 2020, we will have the entire collection of magazines.
- Library chooses which services to renew.
- Jennifer Hudner asked if a list of these services be made available somewhere publicly. They are currently available on the webpage, but it would be helpful to have information posted somewhere in the library. Barbara Bailey noted that, generally speaking, we trying to move away from picture display and focus on digital.

- Everything can be accessed via the library computers here.

Expenditure Report

- A lot of categories are encumbered up front for the year. For example: full-time wages.
- Usually is some money left over at the end of the year. Spend in the neighborhood of 95 to 98% of it. The Board of Education gets to keep left over money but the library does not.
- Pensions are fully funded. There's a state law now that it pretty much has to be fully funded.

Budget – 2021

- May look to see what can be bought out of this year's budget

7. Board Committee reports

None.

8. Old Business

Library renovation and expansion

- Regarding the makers' space, it was suggested that if anyone knows children or grandchildren and what they are in to and might use, would be helpful.
- Norwalk Library is kicking off their green room maker space by doing oral histories.
- Maureen Cosgrove stressed the importance of making sure the makers' space is used. This will help to change the mentality of those who voted against it. It is important to see activity in the makers' space. Should not be empty space.
- Barbara Bailey noted that there will be library programs held in the maker's space too. Key to maker's space is to have it wired and cabled. Need a lot of storage that needs to be lockable. Other programs, for instance, Paint Nights, are better suited to the makers' space.
- Electrical upgrade has already been built into the expansion plan.
- Makers' space has a robotics section. Robotics has certain requirements. For example, they compete on space with carpeting, as opposed to a hard surface, such as tile.
- "Workbench" activities – some are dangerous and not child suitable, which is why you want different times for different age groups.
- Sewing machine. There will only be one. Can get a sewing machine for under \$200. There is some concern with competing with local merchants. An additional issue is you usually need someone on staff who knows how to re-thread it.

9. New Business

2021 budget – up for next week. Will be ready to present in January 2020.

A question was raised about reappointment to the Library Board for 2020. Party that takes control will get 4 seats, 2 in minority party. Depends on the outcome of the election. Ellen Saunig & Susan Pearlman are on through 2023. Term appointments are for 6 years.

10. Correspondence

None.

11. Meeting schedule for 2020

Location: WTML Friends Room

- January 27, 2020 (change from January 13, 2020)
- March 9, 2020
- May 11, 2020
- September 14, 2020
- November 9, 2020
- January 11, 2021

Approved by the Board.

Adjournment: 8:06 p.m.

Respectfully submitted by Ellen Saunig.