

Town of Glastonbury  
Welles-Turner Memorial Library Board  
Monday, August 14, 2023  
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, August 14, 2023, in the Glastonbury Room.

Meeting officially called to order at 5:01 p.m. A quorum was present.

**1. Roll Call**

Present Board Members: Susan Pearlman (Chair), Jennifer Hudner, Ellen Saunig, Nicole DiCicco

Other Attendees: Amy McCue (Library Director), Donald Kray (Friends of the Library), Bill Marut, Ginny Roscoe (Second Century Fund)

**2. Next Meeting**

September 11, 2023

**3. Public Comment**

Bill Marut belongs to a Current Issues group that meets at the Riverfront Community Center. Recently, the group discussed libraries and what libraries should be doing for their communities. He thought it would be valuable to attend the meeting in light of same.

**4. Acceptance of Prior Meeting's Minutes**

The June meeting minutes were approved unanimously.

There was one correction to the May meeting minutes. In the Poet Laureate report, the correct name for the banners around town is "Poetry in the Parks" *not* "Poetry Around Town". The minutes were approved unanimously with this correction.

**5. Liaison Reports**

Friends of the Library (Donald Kray):

- The book sale is scheduled for Saturday, September 9. Friends are still collecting books and will be until the end of August. Collections are strong but lower than ideal. Book Stop sales continue to be strong.
- The new Fire Marshall reduced storage space. Friends are now storing some books offsite and some other items in the attic.

- Susan Pearlman suggested putting a sign in front of the library about the book collection. Amy will look into whether that would be possible.
- Friends are considering revising bylaws because there has been a concern about getting a quorum for meetings.
- Jennifer Hudner asked about raising the visibility of the Friends.
- Ginny Roscoe commented that a lot of people associate the Friends with just the book sale and they deserve a lot more credit for all the work that they do.

#### Second Century Fund (Ginny Roscoe):

- The SCF recently formed three different committees – Public Relations/Fundraising, Program Committee, and Annual Appeal, to help get SCF's name out and raise additional funds, develop programs, etc. SCF recognizes that eventually the library may outgrow its space and they will need to be able to raise much more money.
- SCF has reached out to the Friends and hope to coordinate efforts. In the past, the groups have walked separate paths and it would be great to work together more.

## **6. Library Director's Report**

Prior to the meeting, the Library Director circulated a Library Director's Report to the Board. The Library Director highlighted several items from the report.

- Staff is working to put together participation numbers from summer reading which will be available at our next meeting. Hoping next year to do a "grand opening" for summer reading next year that would help visibility.
- The page 2 grid has a few errors that need deletion.
- There's a new part-time Library Assistant starting next week. 15-19 hours/week. Main duties will be helping with circulation, answering questions, other duties as assigned.
- Glastonbury Friends of Robotics got a grant to work with the library. They will be coming in with their newly-purchased equipment. Children from the community will be invited in to learn robotics.
- The library has established "quiet areas" and put up signs. This helps the staff with helping to establish boundaries and please all patrons.
- Recent numbers show a positive improvement in people walking through the door of the library. (The Library Director circulated statistics from previous years – these numbers were likely estimated prior to 2019. Now we have a door counter). This year about 156k walked through the library.

- There was recently some flooding through one of the storage area windows that went into an office. Facilities was here the next day to try to fix the problem.
- Jennifer Hudner asked about the children's section windows. Per Amy, these will be fixed in-house. Currently it has been replaced with plexiglass but it will be replaced with the shatterproof/soundproof glass in the coming months.
- The Big Boat Build was a very popular and wonderful event.
- Locked in the Library is one of the library's most popular programs and will be holding another one this fall if we can. It takes a lot of staff time and is after hours. It fills up very quickly.
- Susan Pearlman commented that it would be helpful to know what programs are the most successful and which ones are the least successful.
- The recent concert attendance was disappointing. This was likely due to the time of year (early august) and a lot of people being on vacation. However, staff did learn a lot about the logistics for an after-hours event. There's another event planned for a Friday in December that will be holiday themed. Ginny Roscoe recommended a banner. Jennifer Hudner suggested having a future event outside on the front lawn.
- Susan Pearlman would love to see more adult educational program, potentially in collaboration with other community groups.
- The library will be having an event with the MLK Initiative with students where international students can participate virtually.

## **7. Poet Laureate Report (via Jennifer Hudner)**

- Ekphrastic poetry project: this will be on the same stage that Riverbend Books sets up during the Art on the Green Show. The artist will be there presenting/showing their art and Andrea has arranged poets from various communities to present a poem related to the art. This is scheduled for Sunday, September 10 at 3:00 p.m.

## **8. Old Business**

### Bylaw changes

Amy McCue informed the group that the last set of bylaws we approved in our June meeting had some outstanding issues. After our meeting, the Town Manager asked if we could make a few adjustments to the language in the bylaws.

- 1) Section 3.1 – Duties of the Board – currently, it states that the Board will review/approve all written policies of the library. Town Manager recommended: “policies of the library that impact the public.”
- 2) Section 3.4 – The Town Manager’s concern is that current language inserts the Board in the budget process that it is not actually part of because the Board reports to the Town Council not to the town manager. His suggestion: “In addition, the Board may advocate for the Library’s needs before the Town Council and the public.”

**Susan Pearlman moved that that both changes be adopted as proposed. Jennifer Hudner seconded the motion. Approved unanimously.**

#### Overdue Fine Policy

The library will not be doing anything with the fines for FY 2024. The Town Manager is open to presenting it as a plan for the next FY when we set up the budget this fall. He did agree with the premise. This is because the fine revenue is currently in this fiscal year’s budget.

### **9. New Business**

#### Collection Development Policy and Local Author Policy

The current drafts of the Collection Development Policy and Local Author Policy were circulated to the Board in advance of the meeting.

**Susan Pearlman moved to accept the proposed Collection Development Policy and Local Author Policy. Jennifer Hudner seconded the motion.**

- Amy opened the discussion by describing the background of the policy(s) and the state law that regarding same. The state recently passed a law about protecting mental health in our communities. As part of that law, they included the need for the library to have a policy for persons to ask for the reconsideration of materials and for that reconsideration to be left to the library and library board and not an outside group. The policy has to cover certain items that are covered in our policy. The library director and staff put together the policy based on her own experience as well as some of the state mandates.
- Susan Pearlman questioned whether one week is sufficient notice for the Board to review an appeal. The group discussed whether that would be enough time to review even one book, let alone multiple or other materials.
- Bill Marut asked whether the policy is strictly exclusionary. Per the Library Director, this is the exclusionary policy, but there is an inclusionary policy in the development policy.

- The group discussed the Local Author Policy and unpublished author policies. Amy McCue noted that there's a policy regarding unpublished local authors in the Collection Development Policy. There is not currently a local author self-published section yet, but the library will be establishing one. Local authors that are traditionally published are included in the regular collection.
- Don Kray has several edits to the drafts that he will circulate via e-mail to the group after our meeting.

**Susan Pearlman withdrew motion and moved to defer approval of the Collection Development Policy and Local Author Policy until the next meeting. Ellen Saunig seconded. The Board approved unanimously.**

## 10. Budget

The Library Director circulated budget worksheets from FY 2023.

- Facilities Maintenance is included in budget but is not overseen by the library. Controlled by another town department.
- The town appears to have underfunded the part-time wages. However, the town is supportive of the library and will assist with funding if it becomes an issue.
- The next FY budget will be drafted soon. Price of books and other materials has gone up. Amy will be adding this into the next materials budget to keep up with the increasing prices.
- Amy McCue highlighted that the biggest issue right now is staffing. The library has the money for programming and excellent program ideas but needs the staff to work on them.
- Susan Pearlman researched the staffing levels at other comparable libraries. Right now, we are 26 FT equivalent (we are 9 FT and 17 PT). All the other towns in this area have far more full-time and part-time staff. Simsbury – 13 part time and 30 part time. Farmington - 15 full time and 27 part time. Wethersfield – 15 FT, 16 PT. Windsor – 9 FT, 40 PT. Avon - 8 FT and 28 PT.
- Ginny Roscoe asked how we could help with bringing the staffing issue to the attention of the town. Susan Pearlman will check on FOI requirements and get back to the group on setting up a committee potentially with Board members, Friends, SCF to help address this issue and develop a plan to advocate for the library.

## 11. Correspondence

None.

Meeting adjourned at 6:52 p.m.

Respectfully submitted,  
Ellen D. Saunig