

Town of Glastonbury  
Welles-Turner Memorial Library Board  
Monday, September 11, 2023  
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, September 11, 2023 in the Glastonbury Room.

Meeting officially called to order at 5:08 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, Andrea Barton (Poet Laureate)

**2. Next Meeting**

November 13, 2023

**3. Public Comment**

None.

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

Susan Pearlman moved to accept minutes of the last meeting. Nicole DiCicco seconded. Jennifer Hudner had one correction to the minutes. Under Section 10, the staff numbers for the Simsbury library should read "13 **full time** and 30 part time." The Board approved the minutes unanimously with that correction.

**5. Liaison Reports**

Friends of the Library (Donald Kray):

- The book sale was September 9, 2023 and resulted in \$15,100.00. This was about \$1,200 more than last year. This compares to about \$18k from the May sale. The May sale is typically larger. Friends is very happy with the result.
- Averaging about \$600/month (or \$7k for the FY) from the book stop. This is a new addition since the pandemic.
- Reopening October 1 to take donations again for the May 11, 2024 book sale.
- In the past we have done children's and other smaller book sales in the winter months. Whether we do that this year will depend on what kind of donations we get this fall for children's books.
- Susan Pearlman asked about a public thank you (i.e., a sign) for the Friends.

The Second Century Fund (via Jennifer Hudner):

- SCF meets next week. No other comment at this time.

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

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

- In July/August 2023, the Library had higher foot traffic than last year. Approximately 3,000 extra people visited over the summer from last year.
- The summer reading program was hugely successful. The schools are impressed that the numbers keep going up and the Library is already setting up partnerships for next year with the schools. For example, discussing "school nights" where there could be a celebration night for a school over the summer.
- The Library is partnering with our LCI consortium (assuming the grant is awarded) to put together circuit riders that go from place to place in our consortium and help low income families get signed up for reduced fee internet. People will register for an appointment at the library and then a circuit member will meet with that person here. The Library will provide the space/internet.
- The Library is pushing for more people to apply for library cards. There were applications on the check-out desks at the book sale and 27 people applied!
- The Library has started to circulate board games. Started with about 25 on the shelf and we will be adding more over the course of the year. At this point, they have the same check-out time as books. There is hope to begin an actual board game club in the winter.
- The telescope is ready to be borrowed. There is a book on how to use it. There has been some discussion on other equipment/instrument donations that could be borrowed. We are hoping to add to the collection of "library of things."
- Amy McCue spoke with artists at the Art on the Green Show this past weekend and invited them to the library and what they could do with their art. Also spoke with the historical society about doing more exhibits in the library.
- Nicole DiCiccio would be interested in being on the Exhibit Committee and/or submitting art.
- Susan Pearlman asked if there were any lingering problems from the renovation. Amy McCue commented that there are still some leaks from the roof and in the children's offices. There is some money left, so they will be recarpeting the children's story room and potentially upgrading the lighting. Also will be adding a

door in the wall to let more light into it and painting one of the walls a lighter color to reflect the light better.

- Jennifer Hudner asked if the children's area could be opened full time as a play room. A few other members agreed that this would be a nice idea.
- Teen programs have been popular, especially the craft programs. There were 80 more teens than last year who participated in summer reading. There is more teen foot traffic lately. Also, there was recently a middle school after school book club. There were only a few kids but they had a great conversation and the kids who attended have definitely spread the word.
- Don Kray had a correction to the Director's Report. The August 2023 circulation has the August 2022 circulation information. Amy will correct the Report.

## **7. Poet Laureate Report (via Andrea Barton)**

- Show was cancelled on Sunday at the art show due to weather. There was a suggestion to do a separate show with the artists and the poems in the Friends room or at Riverfront Community Center. Currently working to find a date for same.
- Andrea will be talking to the teen librarian to discuss blackout poetry.

## **8. Old Business**

### **Collection Development Policy and Local Author Policy**

Draft #2 of the Collection Development Policy was circulated to the group in advance of the meeting. The Library Director did not have any changes to discuss at the meeting, as all the changes were technical changes/edits.

Jen Hudner moved to approve the second draft of the Collection Development Policy. Nicole DiCiccio seconded the motion.

The group discussed the policy. Don Kray recommended adding "CDs" to "types of materials." Amy noted that the library does not currently collect CDs. Don Kray also suggested a few other minor changes and corrections.

- On Page 12, appendix 4, paragraph 3, added: "within two weeks of that meeting."
- On Page 13 – last word, change "recall" to "can."

**Vote: The Second Draft of the Collection Policy with the minor changes discussed at the meeting was approved unanimously by the Board members present.**

Amy will send the final copy to the group via e-mail. They will also be posted on the website on the page that has policies.

### **Self-Published Local Author Policy**

Prior to the meeting, the Library Director circulated a draft of the Self-Published Local Author Policy.

Nicole DiCicco moved to accept the Local Author Policy Ellen Saunig seconded.

- Don Kray suggested the following changes: first paragraph – add (Library). Change the last word to “the contributor” instead of “contributing author.”
- This is part of the Collection Development Policy but it will be broken out on the website so it will be readily accessible.

**Vote: The Self-Published Author Policy with the minor changes discussed at the meeting was approved unanimously by the Board members present.**

## **9. New Business**

State Library Report:

- The Report collects information about services, how much money we receive from the municipality and other groups, staffing levels, etc. Libraries do not have to submit the state report, but if they don't, they are not eligible for funding from the state.
- The numbers may appear quite different in some areas because of the way the prior library director reported information versus the current library director.
- All of our numbers improved. There are some things that are intentionally lower (for example, the number of internet accessible computers). We will be adding a few more back in the adult department. Previously, we had no way of counting Wi-Fi sessions in the library. We are in the process of setting up a system that could do this later this year. We were at least able to estimate it for this year. This is a data point that the report uses to determine the strength of the library.
- Referenced transactions are up. Overall program attendance is up. Our number of programs is up. This was for the previous July-June fiscal year.
- Amy McCue will be looking to compare to FY 2019 which was before the pandemic and the renovation.
- Physical collections of adult print books went down, videos went down, and general physical items went down. This is due to the weeding of books/re-shelving for the renovation. These numbers will come back up.

- Our digital collection has grown substantially.
- The Report discusses cost per capita at the end. This gives a better sense of how much the town is spending on the library.
- Nicole DiCiccio asked about the main purpose of the report. The Library Director's main purpose is to see if we are on track when compared with other libraries. It gives some real data to make some decisions on.

### **Meeting Room Policy**

Prior to the meeting, the Library Director circulated a first draft of the Meeting Room Policy via e-mail.

Ellen Saunig moved to approve the meeting room policy. Jennifer Hudner seconded.

The group had a lively discussion about the policy and suggested several changes. For example:

- Clarify the language so that the support organizations – Friends and Second Century – are not included in the “4x a year” policy.
- Jennifer Hudner recommended having the town attorney review the indemnification language. Susan Pearlman also asked about the indemnification clause and recommended clarification. Amy will discuss it with the town attorney.
- The group will consider if any changes are warranted to this language: *Meeting rooms may not be used for activities that are likely to disturb regular Library functions or prevent other patrons from feeling comfortable in the Library. The Library reserves the right to deny space use requests that are likely to become disruptive to normal Library operations or present a threat of safety to the public and/or the Staff.* A few members felt it should be changed and “comfortable” should be clarified. Ellen Saunig recommended leaving it as is.
- Bill Marut asked about showing DVDs to large groups and potential copyright issues. Per Amy, this is covered by the policy. You need rights from the company.

**Vote: the Board unanimously voted “no” on the vote to approve the motion. The Board moved to discuss the motion at the next meeting.**

### **10. Correspondence**

We received mail from the Association of Connecticut Library Boards.

Meeting adjourned at 6:49 p.m.

Respectfully submitted,  
Ellen D. Saunig