

Town of Glastonbury  
Welles-Turner Memorial Library Board

Monday, November 13, 2023

Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, November 13, 2023 in the Glastonbury Room. A hybrid (zoom) option was available.

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, Rosemary Coggeshall, Christopher Haaf

Other Attendees: Amy McCue (Library Director), Donald Kray (Friends of the Library), Ginny Roscoe (Second Century Fund) Andrea Barton (Poet Laureate), Jonathan Luiz (Town Manager)

**2. 2024 Meeting Schedule**

January 8  
March 11  
May 13  
July 8  
September 9  
November 12

**3. Public Comment**

None.

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

Accepted and approved unanimously without correction.

**5. Liaison Reports**

Friends of the Library (Donald Kray):

- Friends are meeting in a few weeks. Considering a winter book sale in January 2024. This will likely be adult books but there's a possibility it might cover children's books as well. If the Friends are able to get more space, it could cover all kinds of books.
- Amy is actively exploring options to have the entire sale on the first floor. She will be checking with the fire marshal regarding same.
- The Friends are also exploring using space in Town Hall.

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

- SCF met on November 1. They to once again sponsor the banners for Poetry in the Park for next year. SCF is also considering different fundraising options for next year, for example, a Fun Run.
- SCF is also getting ready to send out the annual appeal. This typically brings in 15-16k.
- The website will be getting a much a much-needed facelift.

## 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.

- The "Lucky Day Collection" has been very popular. These are popular books that have a quick rotation. There has been a lot of positive feedback.
- The Library is now selling headphones and flashdrives to help people use our technology.
- There's a new bookdrop near the front entrance.
- "Giant Room Philosophy" is a movement to encourage creativity among children. It started with a big open space where there would be a theme, for example, a single color, and do all sorts of creative activities related to the theme. The Children's staff recently attended a training on this type of activity.
- ED&I training – the staff and Amy recently attended a training about how to incorporate some of these concepts into the library.
- Rosemary commented that she's so impressed with the amount of visitors we've been having. Further, Susan told Amy to convey to the staff that the Board has been very impressed with the staff. Ginny offered the same praise on behalf of the SCF.
- The gallery opening for Kevin Savage was last Wednesday. Over 55 people attended. This was the biggest opening yet. There was also an event with the poet laureate going on that night in the Friends Room so there were several people who crossed over to both events.
- January 2024 is the next gallery opening. The exhibitor is an illustrator who works for DreamWorks as an animator.
- With respect to the renovation, still working on spending down the funds and finish off the project.
- Makerspace – Amy went to visit the high school and elementary school that have Makerspaces and the staff there shared lots of tips and tricks, equipment to buy and to avoid, etc. The most common piece of advice was "you need a person to run the space." The high school hired someone specifically for the Makerspace. If there was to be a full-time position for this area, it could be a project coordinator, a librarian, or could be an IT professional.
  - o Sue Pearlman asked about remaining money from the renovation. According to Amy, all the money from the grant cannot be used to purchase equipment. That being said, once the grant is closed, then we can have a conversation with the town manager about remaining funds.

- Amy has identified a grant that could help purchase additional equipment.
- There have been some great programs in the last few months.
  - Spooky Stroll. The library is also planning another springtime story stroll.
  - The Library also participated in the Hometown Heroes event. It was fantastic.
  - Coming up there are a lot of holiday-themed events, for example, Gobble Gobble Storytime, and Yuletide Carolers coming on 12/15. This is an after-hours event. Will be asking for volunteers to help man the doors.
- Circulation continues to be solid, though it does typically drop in the fall.
- Board game circulation has been fantastic.
- The Library has a collection of Audio-Enabled books. We have about 31 one of them. They are always checked out. We have identified funds to purchase more.
- Computer usage continues to be strong. Website visits are high. The rooms are being used constantly. There are many days we fill all of our study rooms and let them spill into this room. People are really using the space as well as the resources.
- Jennifer Hudner asked about the library website and newsletter and how to share it on social media. Rosemary Coggeshall offered to help with the social media effort.
- Don Kray asked about the digitals for the previous year on the report to see if there's a shift between this year and last year. Our digital circulation is higher.
- Sue Pearlman asked about posting pictures of those of us with young children on social media enjoying the library.
- Jennifer Hudner asked about a game night.
- Susan Pearlman asked if Amy could include in the report what grants the library has applied for.

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

- The show at the Library last Wednesday was a makeup from the Glastonbury Arts on the Green Show, which got rained out. There were 10 artists and 10 poets who were interacting with each other. It was very well-attended and it wasn't just people who were "required" to be there. It was a really nice event.
- Andrea was surprised to learn that the library does not post non-library events on the calendar. Amy did indicate that signage may be a possibility.
- Andrea will be meeting a writing group at South Glastonbury library.
- Andrea is very excited about another round of banners. The goal this year is to have student pieces. New poems need to be picked out by late January or early February in order to make the timing work. Amy will review the timeline and send Andrea an estimate for timing.
- Andrea asked about hanging the banners up in the schools.
- Talked to Dick Allen about the bookmark project with young children's poetry.

## 8. Old Business

- Our Collection Development Policy was accepted by the state library and we will be receiving that funding.

## 9. New Business

- Amy is currently working on the budget. She is anticipating requesting an 11% increase from last year. All of it comes down to what the Town Manager can do with respect to making the budget work for the community given multiple competing priorities.
- Eliminating approximately 60% of the fines and fees in the revenue budget. The Library will maintain our notary services, trustee account, some meeting room fees, Makerspace usage fees.
- Currently, there's no ability to staff the Makerspace on the weekends which is unfortunate because this is when most families really want to use it. Right now, there's some staff dedicated to the children's department on the weekends but there's barely even time for lunch.
- Sue Pearlman discussed the staffing at our library versus other libraries and how we have significantly less staff than comparable libraries in the area.
- Chris Haaf commented on a recent project that GHS students got to participate in through the high school Makerspace. He further commented that we have this big space and currently it doesn't seem that people quite understand what it is.
  - Amy agreed about what the Makerspace could be but also that we can't add all the advanced equipment if we don't have people who know how to use it.
- Jonathan Luiz, Glastonbury Town Manager, commented that we did the renovation at the perfect time. He further discussed how getting a Makerspace to run perfectly is a challenge because of the hours and expertise required.
- The Town Manager additionally expressed some concern about the limited parking at the Library.

## 10. Correspondence

None.

Jennifer Hudner moved to adjourn the meeting. Chris Haaf seconded. Meeting adjourned at 6:53 p.m.

Respectfully submitted,  
Ellen D. Saunig