

Town of Glastonbury
Welles-Turner Memorial Library Board
Monday, January 8, 2024
Minutes

A meeting of the Welles-Turner Memorial Library Board was held on Monday, January 8, 2024 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, Rosemary Coggeshall

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

2. 2024 Meeting Schedule

March 11
May 13
July 8
September 9
November 12

3. Public Comment

Bill Marut is in attendance but offered comments during the main part of the agenda.

4. Acceptance of Prior Meeting's Minutes

Nicole DiCicco moved to approve the prior meeting's minutes. Jennifer Hudner seconded the motion. The minutes were approved unanimously.

5. Election of Officers

Ellen Saunig nominated the below slate of officers for the Board. Rosemary Coggeshall seconded the motion. The motion was approved unanimously. The Board thanked Ellen Saunig for her service as Secretary.

Chair – Susan Pearlman
Vice Chair – Jennifer Hudner
Secretary – Nicole DiCicco

6. Liaison Reports

Friends of the Library (Donald Kray):

- Friends are having a book sale on January 20, 2024 using both the Friends Room and the Second Century Fund studio (Makerspace). The Friends room will be mostly children's books, and the Makerspace will be non-children's books. There likely won't be all genres of adult books.
- Friends revised their bylaws and are expecting to distribute and have them approved soon. There were a lot of changes but nothing very substantive.
- For the May book sale, they have been having issues with tables. Katz Hardware is no longer renting tables so a new vendor is needed for approximately 60 tables. Current estimates may be double what Friends were paying at Katz. Currently considering multiple options.

Second Century Fund (Ginny Roscoe):

- Ginny will be speaking at town council meeting on January 9. Comments will be focused on trying to get the Council to approve additional staff for the Library.
- Ginny has tried to refocus the efforts of the SCF Program Committee on a single large event (for instance a large-draw author), but there have been some challenges. The Library offers so many great programs now, SCF should focus its efforts on a large, marquee event that is outside the library's budget.
- There are currently two events planned: 1) CT wineries wine trail event on Feb 15 in the Friends Room, 7:00 p.m.; and 2) Small business panel in March, also in the Friends Room.
- Wednesday, January 17 is the next meeting.
- No information yet regarding returns on the annual appeal.

7. 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.

- Susan Pearlman asked about goals for the upcoming year. Amy is still working to work with the staff on the "big picture" items, such as getting the makerspace running, improving and increasing programming, finishing up the grant (construction grant), working to improve the children's room.
- There was some discussion about a play area for kids. One of the issues that has come up is that the storytime room theoretically could be used as a play room but it would take away the "specialness" of the room. Occasionally, the Friends room is opened up to kids and very selectively the storytime room. Additionally, the storytime room is being used for some storage while staff offices are being fixed. Amy will discuss the issue with the staff a second time once the office issues are fixed.

- Amy presented the budget to Jonathan Luiz, Town Manager. CIP meetings are just starting.
- Bill Marut would like to go in front of the Town Council and advocate for additional staff and asked for more information about the positions requested. Amy included one full-time and two part-time staffing the budget. The full-time person will be to run the makerspace program (including but not limited to learning the machines, in house repairs, help design a slate of programs, partner with other community organizations, on-site programming, help a bit on the staff desks). The part-time positions will cover gaps in the adult and children's service desks (not lending desk). The children's department currently does not have enough professional staff to cover the desk during lunch breaks on weekends. Further, to run any weekend or evening programs for working families, the Library ends up with not great coverage during the week. Also, the teen librarian does not get enough time in the teen room because she has to be on the adult service desk. With more staff to cover the adult desk, she will be able to be in the teen room and run more teen programs.
- Nicole DiCicco commented that she shared some of these concerns with library staffing on social media and it got a lot of "reshares" and feedback. However, there were a lot of comments about how it would affect taxpayers.
- The entire library is less than 2% of the town budget. The requested staff increases would be around \$150k. Rosemary asked Amy to clarify whether the current part-time assistant who is leaving is part of the staffing request. This is not part of the 1 + 2 staffing request.
- Rose Coggeshall asked about offsetting new staffing costs with any revenue. However, this is likely not possible with the possible exception of the makerspace, where some small revenue is possible.
- Susan Pearlman asked fees and fines. This is a Town Council issue because it affects the town's budget. It has been indicated to Jonathan Luiz that the Board, Friends, and Second Century Fund approve this measure (to discontinue most fines/fees).
- Susan raised that we will need to develop a policy for the Makerspace when we (hopefully) hire a new employee. We will not need to start from scratch as other towns have these policies. Insurance is also a consideration. Jennifer Hudner asked about the consortium for this need. Amy was not aware of anything like this but the consortium does have contracts with companies who do makerspace equipment.
- Jennifer asked if the newsletter can be on social media.
- January 29, 2024 is the first scheduled board game night!

8. Poet Laureate Report (via Jennifer Hudner)

- Andrea's poet laureate term expires on July 1, 2024. The Board needs to start discussing how to advertise for it and then the review of the applications. The criteria is difficult as you have to be published.
- The Board agreed to form a Poet Laureate Committee including Jennifer Hudner (chair), Nicole DiCiccio, and Ellen Saunig.

9. Old Business

Meeting and Study Room Policy

Prior to the meeting, the Library Director circulated the latest draft of the Meeting and Study Room policy via e-mail.

- At the last meeting, there was concern about the 4x a year policy applying to SCF and Friends. This has been updated in the new version. All edits/revisions proposed by Don Kray were also included. Removed language from the prior draft regarding "makes people uncomfortable." Any action group may use the library 4x a year. You do not even need a library card to sign up for a room.
- Ginny suggested correcting the name of the Makerspace to the official name. The official name is the Second Century Fund Innovation Center. "Makerspace" is the colloquial term.
- There is a remaining question about whether policy should include that reservations for meeting rooms be based on residency in town or affiliation in town. Amy will check into this further. Don Kray also has additional edits.

Presentations about library need for additional staff to the Town Council

- This will continue with Ginny Roscoe, President of 2CF and Carol Ahlschlager, former member of both the town council and 2CF at the Town Council meeting on January 9th. Patty Matthews, President of the Friends, and Amy McCue, Library Director, will both speak at the meeting on January 23rd. Nicole DiCiccio, Library Board will speak at the Feb 15th meeting. Jen Hudner, Library Board, will speak or have others, including students, lined up to speak at the following meeting.

10. New Business

None.

11. Correspondence

None.

Jen Hudner moved to adjourn the meeting. Rosemary Coggeshall seconded. Meeting adjourned at 6:25 p.m.

Respectfully submitted,
Ellen D. Saunig