

Approved

**Wethersfield Library Board  
Minutes of January 24, 2017**

**Members present:** Joe Aguiar, Dorene Ciarcia, Martha Conneely, George Kelly, Laila Mandour, Peter Denegre, Terry Santapaola

**Member excused:** Mary Frazeur

**Others:**

Brook Berry, Library Director  
Amy Bello, Town Council Liaison  
Jeff Bridges, Town Manager  
Stephanie Askeland, Town HR Director

**CALL TO ORDER:**

Chairman Dorene Ciarcia called the meeting to order at 7:02 p.m.

**PUBLIC COMMENT:**

None

**ADDITIONS TO THE AGENDA**

**MOTION:** Addition of Request for Donation

Hannah Granfield moved to add an agenda to authorize a request that the Friends of the Library donate \$10,000 for upgrading the Children's Department learning environment. Peter Denegre seconded.

All present voted in favor. The motion passed, 8-0.

**APPROVAL OF MINUTES**

Laila Mandour moved to approve the minutes of the December 6, 2016 meeting, as amended. Peter Denegre seconded.

All present voted in favor. The motion passed 8-0.

**ARBITRATION AWARD UPDATE**

Stephanie and Jeff outlined the principal terms of the union contract arbitration award, which had just been received earlier in the day. The award includes annual pay increases but no retroactive increases. The Panel ruled in favor of the Town on a on various aspects of the

insurance plans, and for the unions on others. There are no changes in hours worked. The results will now be presented to the Town Council.

#### FRIENDS OF THE LIBRARY REPORT

None

#### TOWN COUNCIL REPORT

Amy Bello discussed the recent presentations to Wethersfield residents by Hartford Mayor Luke Bronin and Brainard Airport officials. Objections to the Brainard proposal were raised at the January 17 Council meeting. The Council recently held its first Saturday morning budget workshop, at which the Mayor asked the Town Manager for a description of what a budget with no increases would contain.

#### CHAIRMAN'S REPORT

Dorene discussed the upcoming Library Board Retreat. The plan is to discuss the conceptual plan for changes to the Teen Area and related changes that were recently presented by the architects.

Dorene and Brook will attend the January 25 meeting of the CIAC (Capital Improvements Committee) to provide an update on the architect's proposal, which the committee funded.

#### LIBRARY DIRECTOR'S REPORT

Brook discussed the financial and operations reports. The budget is approximately 51% spent. The Teen Librarian is scheduled to start work February 13.

The recent program featuring an acrobat, which took place in the Town Council Chambers, was very well received.

Overall circulation is down somewhat. The likely causes include the ongoing difficulties with the interlibrary delivery system and the economy in general.

The public hearing on the Town budget will take place April 17 at 7:00 p.m. No date has been set for the Saturday budget workshop discussion of the Library budget.

#### FINANCE COMMITTEE REPORT

MOTION: Revision of Gifts and Donations Policy

Martha Conneely moved to adopt the revised Gifts and Donations Policy. Joe Aguiar seconded. Dorene explained the revisions are intended to clarify and tighten some of the language. Brook pointed out that the revision also adds a policy on acknowledgment of donations and clarifies the section on accepting donations of materials.

All present voted in favor. The motion passed, 8-0.

MOTION: Request to Friends re Children's Area Equipment

Laila Mandour moved to approve a request to the Friends of the Library that the \$10,000 bequest from the estate of Helen Davidoff be used for upgrades to the Children's Department learning environment. Hannah Granfield seconded.

Brook explained that she had discussed the request with Carolyn Vallieres and shown her the types of play/learning equipment she proposed to add. It is hoped that he would be able to attend a program to present the improvements once completed.

All present voted in favor. The motion passed, 8-0.

The Finance Committee will meet soon to begin discuss a proposed Library budget. It will also interview and select a financial advisor in the spring. Jeff Kotkin has prepared a description of the role to be sent to prospective candidates.

### OUTREACH COMMITTEE REPORT

The Outreach Committee has been addressing the rebranding of the Library. Hannah reported that she and Joe have been meeting with Library staff members, community members and the committee's youth member. They are working with a design company, Maria Miranda Creative, on a new logo and other ideas. Discussions have focused on how to present the Library as a center of the community.

### STRATEGIC PLANNING COMMITTEE

MOTION: Formation of a Strategic Planning Committee

Laila Mandour moved to form a strategic planning committee. Peter Denegre seconded.

Brook explained the need for the committee. Board help will be needed, beginning with the selection of the consultant. An RFP for a consultant will be issued soon. Brook hopes to streamline the planning process, with the goal of presenting a strategic plan document to the Board by the end of July. Various members indicated their willingness to serve on the committee.

All present voted in favor. The motion passed, 8-0.

### DATES TO REMEMBER

The Board retreat will take place February 13.

Interviews for the strategic planning consultant are will be held February 16 or 17.

The Finance Committee will meet February 22.

The Friends Book Sale will take place April 1 and 2, with the preview March 30.

### MOTION TO ADJOURN

Hannah Granfield voted to adjourn. Peter Denegre seconded. All present voted in favor. The motion passed, 8-0.

The meeting adjourned at 8:11 p.m.