

**TOWN OF WETHERSFIELD  
MEETING MINUTES**

**Unapproved**

**Wethersfield Library Board  
Minutes of February 28, 2017**

**Members present:** Joe Aguiar, Dorene Ciarcia, Peter Denegre, Mary Frazeur, Hannah Granfield, George Kelly, Laila Mandour, Terry Santapaola,

**Member excused:** Martha Conneely

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

**Others:**

Brook Berry, Library Director  
Carolyn Vallieres, President, Friends of the Wethersfield Library  
Amy Bello, Town Council Liaison

**PUBLIC COMMENT:**

Gene Ziurys stated he was a regular user of the Library and is generally very complimentary. However, his one complaint is that the outside doors were kept open today, even though it is winter. He feels this wastes money.

**ADDITIONS TO AGENDA**

None

**APPROVAL OF MINUTES**

Joe Aguiar moved to accept the minutes of the January 24, 2017 meeting. Laila Mandour seconded.

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

**FRIENDS OF THE LIBRARY REPORT**

Carolyn reported that the Friends are busy preparing for the Book Sale. The volunteers are in place. The Carpenters Union is helping again. Also, the Friends have committed to fund two scholarships through Dollars for Scholars.

**TOWN COUNCIL LIAISON REPORT**

Amy Bello reported on the last Council meeting, which was a long one. A question about the High School building project was tabled. Council is gearing up to deal with the Town budget. The Saturday session with Town departments, including the Library, is tentatively scheduled for April 8.

## CHAIRMAN'S REPORT

Dorene thanked everyone for attending the Board retreat on February 13. Mary Frazier is working to follow up with a resource person on fundraising.

## LIBRARY DIRECTOR'S REPORT

Brook reported that a patron has complained that staff will not set aside magazine discards for her personal use. The policy is to give the old magazines to the Friends or the Town Transfer Station, or on occasion to other nonprofits.

Brook also pointed out that the staff does get frequent compliments for their work.

Staff has been attending sessions on high deductible insurance plans and HSA accounts. The 5% wage increase will be processed this week, retroactive to January 17.

The Security Committee has received the \$30,000 CIP grant. Some of this will be used to fund additional cameras in the Library. These be sufficient for our needs.

Brook also discussed the political rally which was held February 11 in front of the building.

Brook highlighted items from the monthly report and statistics. She noted that the sound meditation and essence workshop, which was funded by the Friends, was very well received. She thanked the Friends for their support. The entry for items added to the collection covers only physical items. The first portion of the Hoopla Collection, with over 24,000 downloadable items, has also been added. The large number of items removed (2,958) reflects the success of the staff's weeding-out process.

Brook attended a training for workers compensation online reporting.

The Teen Librarian has started. The week of March 6 is Teen Tech Week.

The branding project is continuing. The list of consultants will soon be narrowed to two.

The budget is 57% spent out as of last week. Generally the budget is on track.

## COMMITTEE REPORTS

### Strategic Planning Committee

The Committee met yesterday and discussed the potential consultants. Brook will check references of the remaining candidates. The Committee plans to interview three candidates on March 13. All of the candidates have emphasized that input from the Board will be an essential part of the process. The Committee anticipates a discussion of the recommended candidate at the March meeting.

### Finance Committee

The Committee will interview financial advisors on March 27.

*Motion to Pay \$50,000 Toward Town's Arbitration Expenses.*

The Committee has discussed a payment to the Town to offset a portion of the legal fees for the salary arbitration process. The cost to the Town for the current fiscal year is over \$87,000, including legal fees and arbitrator fees. The Finance Committee recommended making a \$50,000 reimbursement to the Town. Brook explained that under the Board's vote in the special meeting last August where we voted to pay \$20,000 in legal fees and to move \$73,000 into the prepaid medical line item. Approximately \$55,000 of that line item remains and is available to be moved. The Committee's recommendation is to use \$50,000 from this line item to make the payment to the Town.

Laila Mandour moved to approve the use of \$50,000 for payment toward the costs of the arbitration process. Hannah Granfield seconded.

All present voted in favor, except Joe Aguilar, who voted no. The motion passed 7-1.

*Motion to Approve Proposed Budget*

Brook presented the proposed Library Budget and explained the steps that have been taken to keep the proposed increase to .9%. These include limited salary increases, no increases for part time employees, and reductions in technology expenditures, most notably the elimination of the lynda.com service.

Peter Denegre moved to approve the proposed Library budget. Joe Aguilar seconded.

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

Outreach Committee

The Outreach Committee has not met. Branding, strategic planning and the selection of the financial advisor have taken precedence.

UPCOMING DATES TO REMEMBER

Dorene reminded the Board of the budget workshop tentatively scheduled for April 8, the public hearing on April 17, and the Book Sale (Preview March 30 and Sale April 1 and 2).

Motion to Adjourn

Laila Mandour moved to adjourn. Peter Denegre seconded.

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

The meeting adjourned at 8:13 p.m.

Respectfully submitted,  
George Kelly, Secretary.