

**TOWN OF WETHERSFIELD
MEETING MINUTES**

Unapproved

**Wethersfield Library Board
Minutes of May 22, 2018**

Members present: Dorene Ciarcia, Peter Denegre, Mary Frazeur, Hannah Granfield, George Kelly, Laila Mandour (arrived 7:20), Terry Santapaola

Members excused: Martha Conneely, Mary Pelletier

Others: Brook Berry, Library Director
Carolyn Vallieres, Friends of the Wethersfield Library
Jeff Bridges, Town Manager
Stephanie Askeland, Town HR Director

CALL TO ORDER:

Chairman Dorene Ciarcia called the meeting to order at 7:06 p.m.

PUBLIC COMMENT:

None

ADDITIONS/CHANGES TO THE AGENDA

None

APPROVAL OF THE MINUTES

Hannah Granfield moved to approve the minutes of the April 24, 2018 meeting, as amended to reflect the correct date of the March 2018 meeting. Peter Denegre seconded.

All present voted in favor, except Peter Denegre, who abstained. The motion passed, 6-0, with 1 abstention.

FRIENDS OF THE LIBRARY

Carolyn reported that the Friends will again have a presence at the Spring Festival at the Heirloom Market on Memorial Day weekend.

Book donations continue to come in at a healthy pace. The Friends are in discussions with the Charities of Hope about picking up discards on a regular basis.

TOWN COUNCIL REPORT

No report.

EXECUTIVE SESSION

George Kelly moved to enter executive session for the purpose of discussing union negotiations, and to invite Brook Berry, Jeff Bridges, and Stephanie Askeland, into the session. Peter Denegre seconded.

All present voted in favor. The motion passed 7-0 The Board entered executive session at 7:09 p.m., and came out of executive session at 7:23 p.m.

LIBRARY BOARD CHAIRMAN'S REPORT

Dorene reported that the the Library budget was approved unanimously by the Town Council.

Dorene reminded members of the importance of notifying Brook or Dorene if they are unable to attend Board meetings, especially during the summer months.

LIBRARY DIRECTOR'S REPORT

Brook reviewed the monthly statistics. It appears that the data collection problems relating to the brownouts has been solved.

The self-checkout system is currently responsible for about 50% of the checkouts.

The teen programs, which are funded by a Keane Foundation grant, are doing well.

Plans are in place for the summer reading program. The theme this year is "Libraries Rock."

The budget is 77% spent. Due primarily to vacancies in various positions, the budgeted amount will likely not be fully spent at year end.

Efforts are continuing to fill the vacant manager's position.

Hoopla continues to be popular. The Library will continue offering Lynda for now.

Brook discussed the ongoing discussions concerning possible renovation to the kitchen. If it goes forward, the project will be more expensive than expected.

New library cards, with the new logo, are being ordered. Patrons will have a choice of design and color.

OUTREACH COMMITTEE REPORT

Brook discussed some of the preliminary ideas for the celebration of the 235th library birthday celebration.

FINANCE COMMITTEE REPORT

Brook presented the proposed revised schedule for Library Loan and Fine Rates. The schedule was developed after an environmental scan covering forty libraries in the state. Among other changes are increases of the maximum fine for the most items in the schedule.

Motion to Adopt Library Loan and Fine Rates

Peter Denegre moved to adopt the schedule of Library Loan and Fine Rates as presented, effective July 1, 2018, and to keep the Food for Fines program during July for Wethersfield residents and Town employees. Hannah Granfield seconded.

Following further discussion, all voted in favor. The motion passed 7-0.

Motion to Add Signers to Charles Schwab Accounts

Mary Frazier moved to add Mike O'Neil, Brook Berry and Martha Conneely to the list of authorized signers on checks drawn on the Charles Schwab accounts, and to require that each authorization be signed by one Town employee and one Board member. Laila Mandour seconded.

Following discussion, all present voted in favor. The motion passed, 7-0.

ADJOURNMENT

Laila Mandour moved to adjourn. Peter Denegre seconded.

All present voted in favor. The motion passed 7-0.

The meeting adjourned at 8:01 p.m.

Respectfully submitted,
George Kelly, Secretary