

**TOWN OF WETHERSFIELD  
MEETING MINUTES**

**Approved**

**Wethersfield Library Board  
Minutes of January 23, 2018**

**Members present:** Dorene Ciarcia, Martha Conneely, Peter Denegre, Mary Frazier, George Kelly, Laila Mandour, Mary Pelletier

**Members excused:** Hannah Granfield, Terry Santapaola

**Others:** Brook Berry, Library Director  
Carolyn Vallieres, Friends of the Wethersfield Library  
Mary Breton, Town Council Liaison

**CALL TO ORDER:**

Chairman Dorene Ciarcia called the meeting to order at 7:04 p.m.

**PUBLIC COMMENT:**

None

**ADDITIONS/CHANGES TO THE AGENDA**

None

**BOOK SALE UPDATE**

Carolyn reported that the Book Sale Committee has met twice to discuss possible changes. An event is being planned to dedicate a memorial plaque honoring deceased members. The Friends will continue their donation to Dollars for Scholars, and will again have a presence at the Spring Festival at Heirloom Market. They have not decided about the Cornfest.

**TOWN COUNCIL LIAISON**

Mary Breton reported on the recent Council meetings. The focus now is on the budget.

## APPROVAL OF THE MINUTES

Peter Denegre moved to approve the minutes of the December 5, 2017 meeting, as amended to correct typographical errors. Laila Mandour seconded.

All present voted in favor. (Mary Frazier arrived after the vote.) The motion passed, 6-0.

## LIBRARY BOARD CHAIRMAN'S REPORT

### Approval of Mission Statement and Strategic Plan

Martha Conneely moved to adopt the Mission Statement and Strategic Plan which were presented at the December 5, 2017 meeting. Peter Denegre seconded.

A discussion followed in which members commended the consultants, MB&A, on their work.

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

## DIRECTOR'S REPORT

Brook reported that the launch of the website is expected in early March.

During the technician's monthly inspection, it was determined that a piston in the elevator needs to be repaired.

A new glass door for the exhibit case will be installed.

Staff is looking into arrangements for the celebration of the 235th anniversary of libraries in the Town. The Outreach Committee will be asked to review the plans that staff develops.

Brook recently received a patron complaint about limitations on the policy that restricts regular group or individual bookings to no more than once a month. This policy may be reviewed in connection with the implementation of the Strategic Plan.

Adult and Teen Services Manager Selma Daufendic has accepted a position as Director of the Acton Public Library in Old Saybrook. The Board extended its congratulations. Two new Library Associates have been hired for the part time temporary hourly pool.

## FINANCE COMMITTEE REPORT

Dorene reported that at the Finance Committee meeting earlier this evening, Andrew Salak of Fiduciary Investment Advisors gave the first of what will be quarterly investment updates.

### Budget Updates

Brook provided budget updates covering both the current and the FY 18-19 budgets. The current budget is 47% spent. Due to the state funding reductions, the Town is expected to require a \$20,000 reduction in the current budget. Existing staff changes may account for the bulk of this.

Brook is working to keep next year's budget as close to flat as possible. The Board will vote in February on a projected budget for FY 18-19. This budget will incorporate aspects of the Strategic Plan.

### Capital Improvement Projects

The Library currently has \$30,000 in approved capital improvement funds for security cameras. Other requests will be submitted as part of the ten year plan, but no additional funding will be requested for the next fiscal year.

### Motion to Approve Request from the Friends

Laila Mandour moved to authorize the Director to request \$5,000 from the Friends of the Library. Peter Denegre seconded. Brook explained that the requested donation would be used for purchases to begin the branding project using the new Library logo.

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

### Motions to Approve Expenditures from the Sjoman Fund

George Kelly moved to approve the expenditure of \$12,000 of the funds previously withdrawn from the Sjoman Fund to pay for the Hoopla subscription. Laila Mandour seconded. In the discussion that followed, Brook explained that Hoopla is a very popular Library service, and that the funds would be used to make monthly payments.

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

Laila Mandour moved to approve the expenditure of \$ 2,900 of the funds withdrawn from the Sjoman Fund to pay for the Library's subscription to Morningstar, the investment database. Laila Mandour seconded. In the discussion of the motion, Brook explained that this is another service that is popular with patrons, the funding for which is not included in the operating budget.

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

ADJOURNMENT

Laila Mandour moved to adjourn. Martha Conneely seconded. All present voted in favor. The motion passed 7-0.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,  
George Kelly, Secretary