



Wethersfield Library

January 24, 2023 at 7:00 p.m.

APPROVED MINUTES

Meeting Began at 7:01 p.m.

Present: Martha Conneely, Chair, Rosalynn Bravo-Cavoli, Tracy Gionfriddo, Kristen Michaels, Shannan Roach, Laurie Wrona

Also Present: Brook Berry, Library Director, Polly Moon, Friends of the Wethersfield Library President, Sally Katz, Physical Services Director

Absent: Michelle DiPaola, Terry Santapaola

Public Comment

None

Additions/Changes to the Agenda

None

Approval of Minutes: Library Board – Dec 6, 2022

Tracy Gionfriddo moved to approve the minutes, seconded by Kristen Michaels.

Ayes: Martha Conneely, Rosalynn Bravo-Cavoli, Tracy Gionfriddo, Kristen Michaels, Shannan Roach

Abstain: Laurie Wrona

Motion carries.

Friends of the Library Report

Polly reported that the Friends currently have \$48,000 in funds and 30 new members. They will be hosting a puzzle pop up sale Feb 18 and 19. They are looking for donations and volunteers. They are also working on setting up online donations.

Town Council Liaison Report

None

Chairman's Report

Martha Conneely welcomed Sally Katz and thanked her for all of her department's hard work on the lower level flood repairs. Sally reported that the repairs are being addressed as quickly as possible, the insurance claim does slow the process and they are also taking their time to ensure that the design and quality of the modifications will accommodate the library's needs for the foreseeable future. Some enhancements will include upgrades such as a new projector in community room. Sheet rock has been replaced, many areas have been painted, and we are told flooring has been ordered. Brook expects that the lower level will be re-opened in phases, as some areas will take longer than others.

Martha also reported that she will be stepping down from the Library Board as well as Chair after the next meeting. She has been very pleased to have served on the Board for nearly 9 years. Laurie stated that Martha has done an outstanding job and will be greatly missed. Anyone who is interested in serving as Chair should reach out to Martha or Brook and the Board will vote at the next meeting.

Library Director's Report

Brook reported that the public use copier, which is over 10 years old, will need to be replaced soon. She is getting quotes from the Town's contracted vendor and will report back on the cost at the February meeting. The copier gets a lot of use, especially now during tax season, but it also generates some revenue. A new copier will be able to offer better features including color copying.

Brook is still waiting to confirm on if/when the Board will have to participate in sexual harassment training.

The mitten tree that was during the month of December collected more than 160 items for Wethersfield Social Services.

Recent virtual programs experienced some issues, one presenter showed the wrong presentation and a different presenter used their own Zoom link which was able to be accessed by non-registered participants. Brook emphasized that the Wethersfield Library will only allow presenters to use the library's secure Zoom account. Upcoming virtual programs include Active Dreaming and Bibliotherapy.

The library was recently gifted Japanese dolls from the North Mianus school in Greenwich. We plan to display annually and it would be a great way to tie in Wethersfield's sister city, Nagayo Japan.

Brook attended the Town's most recent Safety Committee meeting, there is going to be a push to increase security in Town buildings.

Brook is working with the unions see if it is possible to add Juneteenth to the list of eligible holidays in the two union contracts. She is also working to setup meetings between the Town and the unions regarding the participation in the Town's new wellness program requirement for health insurance. The Board will vote on Brook's participation in the program in the future.

The Shinn Board Room was recently reopened and is hosting some smaller programs and meetings. It will be the site of the Friends' puzzle sale.

The library's IT company, NOVUS, recently submitted their proposal for tech support needs for next year including upgrades for software, security and email. The total cost of services is tentatively slated to increase about 8%.

Outreach Committee Report

Brook reported that the Parks & Rec Board approved installing the Story Walk at Wintergreen Woods and the Engineering Department has been consulted about the impact on the natural resources/wetlands. Depending on what is removed in the process, some other improvements may be required to compensate. Ellen Harzewski is the library's point person on this project and is working with the Engineering Department as well as the Parks & Recreation Department.

Governance Committee Report

The proposed updates to the Displays & Exhibits Policies have been reviewed by USI and the Town Attorney. The Town Attorney recommended some edits which will be brought to the Governance Committee for further review.

Finance Report

Brook reported that the Operating Budget is currently about 57% spent. Some funds may be moved between line items, but the overall expenses are on track to remain within budget.

The CIAC Committee is currently reviewing capital requests for the FY 23/24 budget, the library is requesting funding for RFID upgrades and enhancements.

Brook will meet with the Finance Director the week of Feb 13 or 20 to review the library's FY 23/24 Operating Budget, then the Finance Committee will meet the week of the 20th to finalize the proposed budget. The next Library Board meeting will be either Feb 28th at 7:00 p.m. or March 7th at 7:00 p.m., depending on when the proposed budget is ready for voting.

Adjournment

Laurie Wrona motioned to adjourn, seconded by Tracy Gionfriddo. All voted in favor.

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Kristen Michaels

Secretary