

## TOWN OF WETHERSFIELD

WETHERSFIELD LIBRARY BOARD

Meeting of October 28, 2014 - Approved

### MEMBERS PRESENT AT MEETING:

Dorene Ciarcia, Martha Conneely, Peter Denegre, Mary Frazeur, Hannah Granfield, Laila Mandour, Terry Santapaola

EXCUSED: Joseph Aguiar, George Kelly

### OTHERS PRESENT:

Brook Berry, Library Director  
Jeff Kotkin, Council Liaison

### PUBLIC COMMENT

None

### ADDITIONS TO THE AGENDA

None

### FRIENDS OF THE LIBRARY

No report.

### COUNCIL LIAISON

Jeff Kotkin reported that at its last meeting, the Council worked on getting approval for fixing the tennis courts. He reported the healthcare costs trend has been down and the town spent nominal dollars, but it appears to be changing because the first three months of the fiscal year those costs seem to be increasing. Jeff expects that the Budget Committee will want to talk to the library Finance Committee beginning sometime in February. The next Council meeting was cancelled due to the elections.

### LIBRARY BOARD CHAIRMAN

Dorene welcomed new member Peter Denegre. She reported that the Friends had their annual meeting and it was very well attended and interesting. Martha Mayer is no longer the president of the Friends, there are now co-presidents Carolyn Vallieres and Julie Konopka. Dorene reminded everyone of the Friends' book sale on Saturday, November 1 from 10 AM to 5 PM and on Sunday, November 2 from 1 PM to 4 PM. Dorene also reminded the Board that the annual retreat will be held on November 6 at 5:30. There will be two topics of discussion which will be FOI and the library Board investment advisor. The retreat will be held at the Keeney Center.

## DIRECTOR'S REPORT

Brook Berry submitted a written report. The highlights included a party for library card sign up month, museum passes had a small decline because of schools being in session, the Webb Deane Stevens Museum may participate in the museum pass program in the future. The library installed two iPads for children, and the library won the Scarecrows on Main contest. The prize that was awarded was donated the Friends. Brook reported that she is changing the way that collection ordering has been practiced by including staff in the selection process.

## COMMITTEE REPORTS

### Finance Committee

Dorene Ciarcia reported that the Finance Committee met with the Town finance director to review the library accounts and talk about the Sjoman fund. All agreed that if the Board follows its policy on the use of the funds, there are no issues of concern. The Board is seeking a legal opinion from the town relative to the interpretation of the Sjoman trust language.

### Outreach Committee

The Committee is in ongoing discussion regarding outreach.

## UPCOMING EVENTS

Reminder of the Board retreat, covered under Chairperson's report. Brook discussed how the book sale would be a good outreach opportunity, in addition to a fundraiser, and that consideration might be given to a change in venue to allow for larger attendance and outreach.

## DIRECTOR'S GOALS AND FIRST IMPRESSIONS

Brook discussed her first impressions and short term and long term goals, which included: adding a permanent teen librarian; meeting with the staff and conducting skills assessments, looking at reorganization and better matching staff with the job duties; reviewing and updating job descriptions and workflow development, looking at union and town policy and compiling a list for negotiations; looking at best practices; marketing. Brook also discussed library space and the goal of increasing the number of library card holders and increasing the library's presence in the community; branding and updating the library logo/website. Brook discussed long term goals of adding a permanent teen librarian; reviewing and revamping the use of library space and technology; strategic and succession planning. Brook will be working to achieve short term and long-term goals.

## EXECUTIVE SESSION