

**Wethersfield Library Board  
Minutes of June 23, 2015**

Present: Dorene Ciarcia, Martha Conneely, Peter Denegre, Mary Frazier, Hannah Granfield, George Kelly, Laila Mandour, Terry Santapaola

Absent: Joe Aguiar

Others: Brook Berry, Library Director  
Jeff Kotkin, Town Council Liaison  
Sally Katz, Director of Building Services

CALL TO ORDER:

Chairman Dorene Ciarcia called the meeting to order at 7:00 p.m. in the Community Room.

PUBLIC COMMENT:

None

ADDITIONS TO THE AGENDA:

A motion was made by Martha Conneely to add to the agenda the discussion of the building process. Laila Mandour seconded. All voted in favor.

APPROVAL OF THE MINUTES:

Martha Conneely moved to approve the minutes of the May 26 meeting, as corrected to reflect the correct date of the meeting. Hannah Granfield seconded. All voted in favor, except Peter Denegre and Laila Mandour, who abstained.

BUILDING PROCESS:

Sally Katz, the Town's Director of Physical Services discussed the process for the proposed capital improvement project, including the new teen center and changes to the mezzanine area. The initial \$25,000 expenditure covers the hiring of an architect for tasks such as infrastructure evaluation and preliminary construction design documents. The project would go to the Town Council for approval.

Sally stressed that it will be important to make sure the scope and context of the project in relation to the existing space. The goal should be to create something modern and functional, while still fitting into the rest of the building. We will also

need a strategic plan and a technology plan. Other issues to be addressed are the logistics for parking and storage of materials, planning for and dealing with possible disruptions in operations, and how to present the project to the public.

#### FRIENDS OF THE LIBRARY:

Brook noted that the opening reception for the Book Sale has now been scheduled for Thursday, November 5.

Dorene encouraged all Board members to become members of the Friends.

#### COUNCIL LIAISON:

Jeff highlighted some of the issues the Council is currently working on. One involves the proposed changes to the Charter to be presented in the ballot in November. The Council has asked the Charter Revision Commission to review several matters, including determining the level of expenditures requiring public approval, changes to the status of the Parks and Recreation Board, and the process for reviewing compliance with ethics requirements.

There will be a special meeting this week concerning the High School renovation.

#### LIBRARY BOARD CHAIRMAN:

Dorene reviewed several upcoming dates, including the July and August Board meetings. She reminded members to keep her advised of their availability for these meetings.

The Outreach Committee met recently and discussed fund raising. A request has been submitted to the Town Attorney for guidance as to the Board's authority to raise funds on its own.

Voting on Board officers will take place at the July meeting. Members are asked to email any input to Dorene.

#### DIRECTOR'S REPORT:

Brook discussed her current thoughts on the proposed construction project. The plan is to move the teen area to a larger space in the rear of the first floor. Soundproofing will also be installed. The new book area will be moved to the front of the Library. The plan for the mezzanine is to move some of the books to existing shelving in the back of that level and to consider seating and possibly a laptop bar in the front. There is also a suggestion to move the nonfiction upstairs and the fiction downstairs.

Brook is hoping to begin union negotiations in mid-July. That would coincide with the start date of the Town's new personnel director.

The third and seventh grade classes completed their visits to the Library. The Summer Reading Sign-up is ongoing.

The monthly report, the statistics for May and the Liberty Bank statements were discussed. The Board will vote on spending from the Sjomon Fund in the near future.

Brook attended the New England Library Association session on website redesign, and will attend the upcoming American Library Association Conference in San Francisco.

Brook reported on her efforts to utilize available budget funds prior to the end of the fiscal year.

#### COMMITTEE REPORTS:

The activities of the Outreach Committee were covered in the Chairman's Report. The Finance Committee may be able to meet before July meeting.

#### EXECUTIVE SESSION:

Peter Denegre moved that the Board go into Executive Session for the purpose of discussing the Executive Director's performance. Laila Mandour seconded. The Board went into Executive Session at 8:04, and came out of Executive Session at 8:13.

#### EXECUTIVE DIRECTOR PERFORMANCE

Peter Denegre moved to increase Brook's salary by 2.5%, effective the first pay period after July 1, and to provide her with five additional vacation days. Martha Conneely seconded. All voted in favor.

#### ADJOURNMENT:

Laila Mandour moved to adjourn and Peter Denegre seconded.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,  
George Kelly, Secretary