

**Windsor Public Library Advisory Board
Special Meeting Minutes
Wednesday June 2, 2004
Wilson Branch Library Meeting Room
365 Windsor Ave.**

**** 7:00 p.m. ****

Call to Order at: 7:25 PM

Present: Lisa Hernick, Olivia Harvey, Nellie Holmes Mason, Cheryl Curtis, LeighAnn Tyson, Mike Raphael, Laura Kahkonen and Gaye Rizzo.
Leigh Ann was appointed Secretary.

Public Comment -None

Approve minutes March 24, 2004 meeting

Corrections: None

Motion by: Cheryl

Seconded by: Olivia

Vote: all yeas

Proposed Rules of Conduct revision to include prohibition of weapons

Discussion: Laura Kahkonen provided specific information regarding the incident. Individual has had a warrant issued for arrest under breach of peace and has been permanently banned from Windsor Public Library. An FYI was forwarded to area libraries.

Revision would add this wording to the policy:

Patrons are prohibited from entering the library with weapons of any kind. This applies to all individuals, with the exception of law enforcement officers, even if the weapon is registered and they are carrying a permit. Violations may result in temporary or permanent exclusion from the library:

Motion by: LeighAnn

Seconded by: Lisa

Vote: all yeas

Library Expansion Project Update (Laura Kahkonen)

Design drawings are being completed—some changes to floor plan—still not final

Town staff continues to investigate space to move. RFP for rental space went out this week and will be put on the library's website.

Contract for \$500,000 state grant has been signed

Shelter A Shelf getting a good response from the public

Iron Mountain will donate storage space for 10,000 volumes

Garden Club and First Town Downtown volunteers will remove plantings around library foundation and re-plant them near railroad bridge and at LP Wilson, beginning in September

Windsor Library Association is setting up a "Building Expansion Fund" for donations

In January 2005 Windsor Library Association will send out a postcard announcing the library's move

Proposed timeframe:

Shelter a Shelf October thru December
Some exploratory construction work will be done
Relocate in January 2005
Project begins Feb or Mar 2005
Project estimated to take 12-15 months
New building complete mid 2006

Windsor Library Association Report

This year's fund drive successful raised about \$13,000
Setting up a Building Expansion Fund
Will invite the Advisory Board to their fundraiser stapling/ stuffing party on Tuesday, September 14

Library Director's Report

Staff Update: Reference Librarian Marina Surette delivered a baby girl in May.
Budget Update. Although the ½ Information Technology position now at the library will be moved to Town Hall, the library will be able to hire a full-time librarian in January. This restores library full time staff positions to FY03 levels.

Computer Update: The Main Library has implemented a wireless connection. One of the computers in the adult area is connected to it. This also means that people who have laptops equipped with wireless cards can access the Internet on their own computers while here. This requires wireless card B or G. A wireless connection will be installed at the Branch next year.

Newsletter: The second newsletter mailing went out to all WLA donors. Staff is currently preparing a summer newsletter.

Shelter A Shelf --More than 60 people have signed up to "shelter" more than 8000 books while the building is being renovated. Library's goal is to store at least 20,000 books via this project thus reducing total storage costs. If that goal is reached then the remaining items to be stored will number about 60,000.

Library is building an email list of patrons who have indicated a willingness to participate and will keep them up to date on progress. In Oct/Nov we will start inviting these folks to come in and make their selections. These items will be charged to them on a special library card which will be set up to make all items due around the time of the completion of the renovation. Details are still being finalized.

Please encourage your friends and neighbors to be part of this project. There are sign up sheets at the front desk as well as on the web site (www.windsorlibrary.com)

Summer Reading Program--The Children's Room is turning in to a haunted house as library prepares for a summer of Thrills and Chills at the Library. Kick Off: 6:30-8PM at Northwest Park on Thursday, June 17th includes treasure hunt, an obstacle course and safari rides. This year have made a concerted effort to attract more of the busy intermediate and middle school age children by offering programs such as a bungee challenge, airbrushed tattoos and our popular book discussion group Club W.D.Y.T. For younger children, Water Works! storytime, Captain Vegetable and It's a Jolly Holiday, celebrating holidays out of season.

The reading game this year has a book prize for everyone who reads at least 15 minutes for 40 days. The readers who take the reading challenges gain raffle tickets toward a drawing for 12 bookmarks each signed by a player on the Championship UConn Women's Basketball Team.

Town-wide volunteer thank you brunch will be Sunday, June 6 at Loomis-Chaffee School. If you still want to go and haven't RSVP'd call Leanne Costello.

Farewell Party for Town Manager: Leon's farewell party will be at the Huntington House Friday, June 4, 4-6pm.

Wilson Branch Report (Gaye Rizzo)

Repairs due to last summer's accident are complete. Include new door, carpet, ceiling tiles.

Summer Programs include Take me out to the ball game reading program Yankees game on Aug 1 \$40 per ticket, includes tour bus lunch on own

Afternoon Kids Crafts

Intergenerational program at Caring Connection

Sept- Roundtable on Job Skills, resume writing

Oct – one on one computer instruction

Next meeting date: Wednesday Sept 29, 2004 7 PM

Adjourned at 8:34 PM