

**Windsor Public Library Advisory Board
Special Meeting Minutes
Tuesday, April 19, 2005
Main Library Conference Room**

**** 7:30 p.m. ****

Call to Order at 7:35 PM

→ Cheryl Curtis appointed **Secretary**

In attendance: Cheryl Curtis, Lisa Hernick, Leigh Ann Tyson, Mike Raphael, David Raney, Laura Kahkonen

Public Comment: none

→ **Approve minutes** June 2, 2004 meeting

Corrections: None

Motion by: Leigh Ann

Seconded by: Daid

Vote: Unanimously aproved

Library Expansion Project Update

Project is on schedule

West and East walls removed

Excavation under adult area

Foundation for Broad St addition

Courtyard trees, windows removed

April 2006 target date for completion

Volunteer Henry Guillotte is taking numerous pictures as the project progresses-
pictures distributed

Budget Update

Laura distributed the proposed library budget.

The general fund portion of the library budget is a 2.6% decrease from FY05.

Main actions driving budget reductions:

Vacant full-time Librarian I position unfilled. Reference librarian/young adults/business outreach.

Eliminated part time staffing that supported adult programming—book discussions, informational programs. Remaining part time budget flat from FY05

Reductions in building contracts, maintenance and utilities

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FY 2006 Goals

1. Maintain previous levels of reference and computer services while in the smaller temporary quarters at Aglow
2. Work with Public Building Commission and architects to complete the renovation and expansion at Main Library by May 2006
3. Prepare multi-year staffing plan in preparation for moving into renovated and expanded main library.

Staffing plan needed because supervising two floors instead of one for 67 hours per week. Hope to reinstate the vacant full time position, obtain 47 hours of part time help.

Library Director's Report

Adult book discussions are held at Town Hall
Spring children's programs have begun and are being held at Wilson Branch, Chamber of Commerce, Town Hall and Stony Hill School. Brochures distributed. The Summer Reading theme will be "Raise the Roof for Reading"

Door count at Aglow about 320/day

About 45 computer users/day

Postcard will go out to all households reminding them that we have moved.

Opera-tunities program on Friday April 22 at 2 PM.

Main Library will be closed on Shad Derby Day due to lack of parking.

A new One Book One Windsor program is in progress. Leanne Costello is the library's liaison. Vote for the book to be discussed at www.onebookonewindsor.org.

Discussions will probably take place in the fall.

WLA Snowflake Gala was successful; may become a yearly event.

WLA will be doing more fundraising. Annual meeting in May.

Wilson Branch Report

Use of the Branch has increased since Main Library relocated. Some Main Library staff have been temporarily reallocated there. The Branch is averaging 250 visits per day. Many Main Library children's programs are also being held at the Branch, including all Feb. vacation programs

→Next meeting date: Next meeting will be scheduled for the fall. If a special meeting is needed in the interim, one will be called.

Adjournment, moved by LeighAnn, seconded by Lisa.

→ indicates action required

Public Act 75-342 requires notice of special meetings to be posted in the Town Clerk's office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this agenda.