

**LIBRARY ADVISORY BOARD**  
**Special Meeting Minutes**  
**September 25, 2006**

**1. CALL TO ORDER**

The meeting was called to order at: 7:08 PM

Present: David Raney, Mike Raphael, Nellie Holmes Mason, Cheryl Curtis, Mary Hogan, Mary Ann Overbaugh and Laura Kahkonen

**2. PUBLIC COMMENT**

None.

**3. PROPOSED UPDATES TO LIBRARY POLICY**

- Children's Internet Policy
- Display and Exhibits Policy
- Guidelines for Staff Regarding Court Orders

Discussion:

Background information given on recommended policy changes.

Proposed Internet policy prohibits use of chat rooms and instant messaging in the Children's Department. Will look into adding other medium, i.e. flash drives, to policy in future.

Minor housekeeping changes needed to the Display and Exhibit Policy (removal of Small Business Resource Center) and Guidelines for Court Orders (change of name from CRLC to Library Connection).

Vote(s)

Children's Internet

Motion: David Raney; Second: Mary Ann Overbaugh; Vote: 6-0

Display and Exhibit

Motion: Dheryl Curtis; Second: Nellie Mason; Vote 6-0

Court Orders

Motion: Cheryl Curtis; Second: David Raney Vote: 6-0

**4. STAFF REPORTS (inserted)**

Library hours reduced due to budget cuts. Wilson Branch very busy on Fridays.

Building update-Still working with PBC, finishing up permanent signs, public address system, additional bulletin boards, etc.

Will be featured in CT Libraries Magazine in Oct.

### Stats

- Have registered and renewed cards for over 1,350 people.
- In house holds increased about 20% over 2004.
- About 900 people per day.
- Adult computers 2776 sessions in July; Children's 560 (Internet) 532 (games)

### Lending and Adult Services

Have had many patrons tell us they like "almost overdue" notices, which are emailed.

Info Anytime 24/7 remote access reference information—patrons can chat online with librarians 24 hours a day—statewide project.

Trained 11 new volunteers for permanent volunteer positions – they are doing discharging, SAS cleanup, shelf shifting, opening boxes of new books, processing new audio materials, calling patrons for holds, discarding, shelving, replacing broken cases on the entire music CD collection.

Had the volunteer appreciation event on July 19<sup>th</sup>, will be instituting volunteer staff meetings every other month.

Recruiting for a full-time YA/Reference librarian (reinstated position)

### Adult Level Programs

*A Trip to the Beach* book discussion during summer- 12 people attended.

Kathleen Keena, a local author will be here Oct 24, 7pm, to do a book talk & signing on, Adolescent Depression Outside/In. Free, call ref desk to sign-up.

Beginning in October, we will be providing meeting space to two local authors who will host poetry writing workshops on the first and third Mondays of the month, 6:30 p.m., thru December. Janet Henderson is the group leader and contact at 688-5770.

CT Humanities Council approved us for a 4-part book series *and* a single-session program, both to be held in the spring of 2007. Also with Hartford Public Library proposed program.

National Endowment for the Humanities to participate in "The Big Read" in Feb 2007.

*Their Eyes Were Watching God* (will find out early Nov).

### Children's

Summer Reading Program 2006 Stats

School Visits 92 presentations

2,041 students

Summer Reading programs  
(In 2004 had 903 attendees)

1,465 attendees

Ted Esselstyn is doing two art installations, using private funds.

Fall programs –brochure distributed.

#### Wilson Branch

Tutoring program expanded to three days a week, will include 7<sup>th</sup> and 8<sup>th</sup> graders.

Will use CDBG funds to build a vestibule book return area. To be built in Spring 2007.

Trinity Methodist Church has program of 40 days of community service - 300 families will volunteer to help the Branch.

September field trip to Historic Deerfield to see kitchen garden planted in honor of 9/11 victim Margaret Orloske, a Windsor resident.

#### **5. JOHN DOE V. GONZALES/PATRIOT ACT CASE UPDATE**

Story in NE section of Sunday's courant. FBI lifted gag order and did not require that records be turned over.

#### **6. MINUTES OF PRECEDING MEETING**

- March 8, 2006  
Corrections: fix typo "anticipate"

Motion: As amended. Mike Raphael; Second: Nellie Mason  
Vote: 6-0

#### **7. SET NEXT MEETING DATE**

Nov. 13, 2006 at 7 p.m.

#### **8. ADJOURNMENT**

Meeting adjourned at 8:42 p.m.

Respectfully submitted,

Mary Hogan