

**Draft of
Windsor Library Advisory Board
Meeting Minutes
September 12, 2016**

Present: Cheryl Curtis, Carol Sama, David Raney, Betty Hellerman, Denise Panos, Meghan Geary-Hale, Gaye Rizzo

Absent: Mary Ann Overbaugh, Frank Stewart, LeighAnn Tyson

Guest: Bill Warner-Prouty

Meeting called to order at 7:00 by Cheryl Curtis.

Cheryl asked for a volunteer to take minutes for the meeting. Denise Panos agreed to be Secretary.

Public Comment: None

Resignations and Appointments: None

Staff Reports

This was another busy summer with a wide array of programs that included **My Vegan Resolutions**, a reading of the recently released **Harry Potter A Cursed Child** and **How to Run a Marathon** for adults, **mini-golf in the library** and **story time with a llama** on the town green for children and a field trip to a **trampoline park** in New Britain for teens. Over **600 people** registered for summer reading and the kick-offs and finales at both the main library and branch attracted several hundred participants. **Pokemon Go** was also a huge hit with people of all ages as both library buildings became official “**stops**” in this huge summer iphone sensation. Kidspace held a Pokemon Go lunch intended for children but after staff dropped **three lures** as they led the group along the town green, people of all ages joined in. The **Wilson Branch** became a distribution point for the school system’s **summer lunch program** during July and August. Over **50 children** received nutritional lunches each weekday at the branch and then spent their summer afternoons playing outside or reading and using computers inside. Foot traffic tripled at the branch with an average of 600 visitors each day, a **73% increase** from July 2015 to July 2016.

Staff partnered with the Windsor Public School’s newly formed **Family & Community Engagement** initiative this summer. Head of Children’s Service, Shana Morales and Assistant Director of the Office of Family and Community Partnership, Betsey Lepak hosted a successful **Let’s Get Ready for Kindergarten program** on August 27. The program included stories, a special “going to school” craft and acknowledgement of attendees who completed their

1,000 books before kindergarten challenge. Betsey and Shana also introduced parents to an exciting **Ready Rosie** early literacy service that sends out 3 text messages or emails each week with reminders of fun educational activities and video links that they can use to engage with their children.

Summer also brought some new enhancements to both library buildings. A motion sensitive, energy efficient glass **front door** was installed at the main library. It replaced a ten year old set of glass doors that were working improperly and were difficult to secure. Also, a new **water bottle filler/drinking fountain** was installed in the main library front lobby. Finally, a number of new directional **signs** were placed throughout the main library to improve customer service. Another change you might notice at the main library is that the **glass doors to Kidspace** are now being left closed during the hours that the building is open. This is intended to help prevent young children from either falling down the stairs leading to the lower level or from activating the front door motion sensor and exiting the library and into the busy driveway. The **Wilson Branch building** was fully **re-carpeted** at the end of August. While carpeting in the public area was about 15 years old, carpeting in the staff area and meeting room had been there significantly longer. To ensure the least possible disruption for library patrons Kevin arranged to have the carpeting take place at night. He got the call from the vendor one Monday morning that they were ready to begin that very same evening. Rather than risk further delay, Kevin told them to come ahead and he worked from 8:30AM that Monday until 2:30 AM on Tuesday. After only a few hours at home, it was time to head back to the branch! Huge Kudos to Kevin for hard work and outstanding customer service!

We continue to suffer back-logs with **DeliverIT CT**, the State Library's delivery system that allows patrons to **return items checked out from any library in the state to any other library in the state**. An **outside consultant** was brought in to examine the program, facilitate focus groups and make recommendations to the State Librarian about the future of the program. I attended one of the focus groups in August and didn't get the sense from the questions we were being asked that we have much, if any positive change to look forward to. This huge reduction of service from **five to three days per week** and drivers who are unwilling to take more than **four or five bins per trip** has left us with consistent **back-logs**. Its effect has been a **reduction in our circulation statistics** and a blow to customer service as patrons are limited to **5 holds** and are no longer able to pick up **DVDs or new items** from other libraries here.

We recently received the exciting news that our application to process **passport applications** has been approved! We hope to begin offering the service in January 2017. Each full time staff member will receive **training** in late October and will schedule one or two **appointments** each week. We are pleased to offer this service for several reasons. First, it was one of the most **highly requested services** from our **citizen survey**. Second, citizens will now be able to apply for a passport on **nights and weekends**. Third, we anticipate seeing many **new**

faces at the library and finally, we will be able to **collect \$35** for each application that we process!

Two new **online services** that the library is currently offering are monthly email notifications of **library card renewal**. Patrons are thrilled to know that it's time to come in and renew their library card ahead of time rather than find out when they are rushing to check out materials and find that their card has expired. Staff has also begun distributing an online newsletter called "**All Booked Up**" which alerts readers of new books that we've purchased that were written by their favorite authors.

You are all invited to an open house for the mezzanine hands-on learning **Maker Space** on Monday **Sept. 26 at 7:00PM**. Several new tables and chairs, as well as many new pieces of equipment will be available for patrons to use. In addition to our popular **3-D printer**, we now have a **book binding** machine, **circuit** machine (that electronically cuts, scores and draws on a variety of materials), **sewing** machine, **embroidery** machine, **button maker**, **Die-cut** machine, **Adobe Suite computer**, **VHS to DVD Converter**, **laminator**, **film/slide to digital converter**, **GoPro camera**, community **loom**, **soldering and leather burners** and an assortment of **office tools** such as a paper cutter, 3-hole punch etc. Patrons interested in using the Makerspace or to inquire about **programs, classes** and **one-on-one instruction** should call **860-285-1918**. Special thanks to the **Windsor Library Association, Windsor Woman's Club, Marian Sorbo and family** and **John Mocklis Memorial Donations** for their contributions to help make this space possible.

Windsor Library Association Update

Meghan Geary-Hale reported that WLA exceeded their goals for last fiscal year. Their fundraising envelope stuffing night will be held on Tuesday, Sept. 13 at 5:30PM at the Wilson Branch Library. This year's fundraising volunteers will include students from Team Paragon. Pizza will be included. All helping hands are welcome.

Minutes of the Previous Meeting: June 7, 2016

Additions/Corrections: Carol Sama asked that the paragraph under agenda item "Term for Chairman/Taking Turns as Secretary" be replaced with:

Carol Sama asked that this item be placed on the agenda as she noted that during her tenure on this Board there has never been a re-affirmation of the Chairman until the most recent chair resigned at our last quarterly meeting. She was interested in hearing how other Board members felt about this, particularly in having a chairman serve indefinitely even as the Board's members may change. After discussion and various suggestions, no action was taken.

Carol also asked whether the Board would consider a more formal and equal rotation of the secretary since our practice is to seek a volunteer at the beginning of each meeting to take minutes in the form provided. No one wishes to elect an individual to serve for a period of time. After discussion no action was taken.

Motion: To accept: David Raney
Second: Carol Sama

Vote: Cheryl Curtis Y Betty Hellerman Y Carol Sama Y Frank Stewart absent
David Raney Y Denise Panos Y LeighAnn Tyson absent Mary Ann Overbaugh
absent Meghan Geary-Hale Y

Set next tentative meeting date: Dec. 6, 2016 at 7pm at the Main Library.

Motion to adjourn: David Raney
Second: Meghan Geary-Hale

Vote: Cheryl Curtis Y Betty Hellerman Y Carol Sama Y Frank Stewart absent
David Raney Y Denise Panos Y LeighAnn Tyson absent Mary Ann Overbaugh
absent Meghan Geary-Hale Y

Meeting adjourned at: 7:17 p.m.

Respectfully submitted: Denise Panos