

**Draft of
Windsor Library Advisory Board
Meeting Minutes
Dec. 6, 2016**

Present: Cheryl Curtis, Carol Sama, David Raney, Betty Hellerman, Denise Panos, Mary Ann Overbaugh, Frank Stewart, LeighAnn Tyson, Kevin Washington, Gaye Rizzo
Absent: Meghan Geary-Hale

Meeting called to order at 7:03 by Cheryl Curtis.

Cheryl asked for a volunteer to take minutes for the meeting. LeighAnn Tyson agreed to be Secretary.

Public Comment: None

Resignations and Appointments: Cheryl Curtis introduced Kevin Washington as a new member of the Library Advisory Board. Kevin shared a bit about himself with the group and the other members of the Board introduced themselves to him.

Display and Exhibits Policy:

Library Director, Gaye Rizzo asked that frequency of use for the lobby display cases be changed from “once per calendar year” to “once per case per calendar year” now that the two cases are being made available separately rather than together. She also asked that posters be posted by “library staff” rather than “librarians” and that the line “advertisements for private tag sales will not be accepted due to space limitations” be removed as there has been sufficient space to allow those postings.

Motion : To accept changes to the Display and Exhibits Policy as proposed.

Made by: Carol Sama

Second: Mary Ann Overbaugh

Vote: Cheryl Curtis Y Carol Sama Y, David Raney Y Betty Hellerman Y Denise Panos Y Mary Ann Overbaugh Y Frank Stewart Absent for vote

LeighAnn Tyson Y Kevin Washington Y Meghan Geary-Hale absent

Staff Reports

This was a busy fall at both libraries. Foot traffic rose 6% over last fall, meeting room use was up 21% over the same period last year and program attendance jumped 34%! Popular programs included **Paint Nite** for teens, **Lion Hearted Puppets** and **Crazy 8's Math Club** for children, **Sculpting** at the branch and **History of Beer** for adults. A **Gilmore Girls Party** was a huge hit with fans of the long running television program as they met and decorated coffee mugs while

watching some favorite episodes. Thousands of children received treats at the main library as part of Windsor's Halloween **Nightmare on Broad Street**.

The main library held a grand opening on Sept. 26 of its new **mezzanine Maker Space** that features an assortment of **machines** and corresponding **classes** to promote hands-on learning. In addition to a popular **3-D printer**, the Maker Space includes machines that bind books, sew, embroider, laminate, solder, weave, die-cut, create buttons, convert VHS to DVD, take digital pictures, make labels, cut paper electronically, burn leather and edit or illustrate photography. The space was funded through the generosity of the **Windsor Library Association**, Windsor Woman's Club, Marian Sorbo and family and John Mocklis Memorial Donations. Some of the classes that have been held in that space since it opened were quilting, embroidery, canvas painting, card making, adobe suite and 3-D designing.

Library Services also reached out to the **community** this fall with programs at the **senior center**, in the **public schools** and a hands-on learning table of activities at the **Northwest Park Country Fair**. Also at the fair, branch manager Kevin Sullivan won **first prize** in the annual **scarecrow contest**.

Staff honored longtime and beloved staff member Mercedes Talmadge with a "**Mercedes Day**" potluck luncheon in October. Mercedes tuned 92 on July 4th and continues to work 25 hours each week at the main library.

Staff also showed its appreciation to the many volunteers who perform a multitude of tasks at both libraries with a **Volunteer Breakfast** on November 2. Volunteers contributed over **600 hours** of their time and talent during September and October 2016—a 20% increase over the same two months last year.

Full time staff received **passport training** in late October and took part in **Passport Day** in November where they shadowed Dept. of State employees as they processed 73 passport applications at the main library. We hope to begin offering the service in **January**. In addition to daytime hours, citizens will soon be able to apply for a passport at **night** or on **weekends**.

Thanks to a new **online option**, it's no longer necessary to come to the library to pick up or return many of the **museum passes** available for free or reduced admission. Instead, simply logon to the library webpage windsorlibrary.com and follow the link under the Library Services tab to reserve a pass. Passes may be searched by date or by museum and can be **reserved** by Windsor residents up to 3 months in advance. Most of the passes allow for printed or mobile barcodes that can be scanned at popular destinations like **Lutz Children's Museum**, New England Air Museum, **Old Sturbridge Village**, Connecticut Science Center, Springfield Museums, New Britain Museum of American Art, **Peabody Museum** of Natural History, **Wadsworth Atheneum**, Hill-Stead Museum plus many more.

All of the museum passes available at the Windsor Public Library were donated by the Windsor Library Association and George & Laurel Slate.

The large meeting room at the main library received a long overdue upgrade to its projection system this fall with an **HDMI projector** and external **speakers**. The new system improves both **resolution** and **sound** for patrons attending library programs as well as outside groups who have booked the meeting room for their own movies or presentations.

The State Library's DeliverIT CT system that allows patrons to **return items checked out from any library in the state to any other library in the state** has shown no improvement since my last report. **Circulation** of library materials throughout the state is **suffering** as items are left waiting for pick-up and delivery rather than in our individual libraries where patrons can check them out. The State Library board has brought in an outside consultant and has discussed the matter several times, but has come to no positive resolution to this paralyzing situation. Another devastating cut from state's budget was free internet access to all public libraries and schools through **CEN (Connecticut Education Network)**. We were asked to contribute \$600 this past fiscal year towards the cost and anticipate further increases to the extent that we are exploring other alternatives for both patron and staff internet access.

The Town Manager kicked off our **FY17-18 budget** on Dec. 2. Each of our departmental budgets are due to the town manager's office on January 11. We also received word that, after two years as Assistant Town Manager, Jonathan Luiz will be leaving Windsor in early January to become Town Administrator of Weston, CT.

On behalf of the entire staff of the Windsor Public Library and Wilson Branch I would like to wish you all a happy holiday season and a wonderful 2017.

Windsor Library Association Update

Cheryl Curtis read the WLA report on behalf of Meghan Geary-Hale.

"The Windsor Library kicked off a new year of fundraising at our annual "Stuffing Night" held on Sept 13. We had a great turnout of helping hands. Many WLA members and their families/friends were in attendance, as well many community volunteers, including Team Paragon students and parents/mentors, Windsor HS students, Library Advisory Board members, and Library staff. Thank you again for your support.

Fundraising is off to a good start and we have met over half of our fundraising goal for the fiscal year which began July 1. We continue to investigate ways to save on our fundraising costs so that we have more to give to our wonderful libraries.

It's never too early to plan for the year ahead, which for the WLA will include recruiting new active members. Any Windsor resident interested in spending time helping the WLA in our mission of fostering community support and appreciation of Windsor Public Library are welcome to join. Accounting/finance, computer (including web/social media), or marketing experience would be particularly helpful. Please feel free to contact us through our Facebook page or via email, info@wlact.org.”

Minutes of the Previous Meeting: September 12, 2016

Additions/Corrections: None

Motion: To accept: David Raney

Second: Kevin Washington

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

Set next tentative meeting date: March 7, 2017 at 7pm at the Main Library.

Motion to adjourn:

Made by: Carol Sama

Second: Denise Panos

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

Meeting adjourned at: 7:32 pm

Respectfully submitted: Leigh AnnTyson