

**Approved
Windsor Library Advisory Board
Meeting Minutes
March 12, 2019**

Present: Cheryl Curtis, Betty Hellerman, Carol Sama, Fran Ward-Nelson, David Raney, Denise Panos, Kevin Washington, LeighAnn Tyson, Gaye Rizzo
Absent: Carolyn Hoffman

Meeting called to order at 7:07 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: Gaye Rizzo reminded the group that there is a vacancy and noted that if members know of anyone interested in serving on the board they should contact the town manager's secretary, Helene Albert.

Internet Use Policy:

Gaye asked members to approve a change to the Internet policy that would insert the phrase "including viewing obscene content" in the sentence that outlines behaviors that would warrant ending a patron's session on the internet in the library. Library staff have been following this procedure without having anything specific in the policy that addresses it. After some discussion, the recommendation was made that the word "pornographic" be used rather than "obscene".

Motion: To add "including pornographic content" to the Internet Use Policy.

Made by: David Raney

Second: LeighAnn Tyson

Vote: Cheryl Curtis Y Betty Hellerman Y Carol Sama N

Fran Ward-Nelson Y David Raney Y Denise Panos Y Kevin Washington Y

LeighAnn Tyson Y Carolyn Hoffman absent

Staff Reports

We have a new branch manager! **Gabrielle Barnes** was selected from a competitive pool of candidates to manage the **Wilson Branch Library**. Gabbie, a **Windsor native**, has several years of library experience, most recently as YOUMedia Manager at the Hartford Public Library. She holds a **Master's Degree in Library and Information Science** from the University of Washington and has received several awards for her innovative work with **teens**. In 2018, Gabbie received an emerging leader fellowship from the American Library Assoc. and U.S. Dept. of State to take part in a conference in Berlin, Germany as a guest of

the American embassy. Gabbie replaces Kevin Sullivan, who left in November to become Library Director in Hebron after five years of service to the town.

Despite only being here for a few weeks, Gabbie has already started to collaborate with library, town and community staff on some unique programs. For example, she met with library staff on programming surrounding the summer reading theme “Universe of Stars” and then reached out to the recreation dept. and arranged to use their larger space at 330 Windsor Ave. to simulate a full-size **planetarium** as part of Wilson’s summer reading kick-off. She’s also enlisted the Greater Hartford Chapter of SCORE to run a “**Six Simple Steps to Starting a Business**” series of programs on Monday evenings during March and April.

In the months since we last met, library staff have been working hard together to create some exciting **new services** at the main library. In response to patrons reporting mobility issues that prevented them from accessing public computers on the lower level, we now have both **laptops** and **chromebooks** for them **to borrow** when visiting the library. This is also proving to be a great resource for parents and caregivers as they spend time with their children in **Kidspace** and for other patrons who have no mobility issues but simply prefer the **freedom** to use a wireless device anywhere in the building.

STEM (Science, Technology, Engineering and Mathematics) **kits** are now available for a 3 week loan to patrons and their families interested in hands-on, project-based learning at home. Each kit includes **books, tools** and other **equipment** that allows users to experience **hands-on learning** about a particular theme. For example, the Universe Experience Kit includes a map of the night sky, reading materials on constellations, stars and the galaxy as well as a 31” size telescope with four lenses to take home and use. The Hiking Experience kit features a compass, binoculars, magnifying glass, Audubon field guides, Best Day Hikes in CT, map of Northwest Park and a CD of bird sounds. Other STEM kits feature Geology, Cooking, Human Body, Coding, Geometry and Animation. STEM kits were purchased with a John A. Bartash and Anna Papikas Bartash memorial bequest administered by the Windsor Library Association.

Last week, the main library began accepting **credit and debit card payments** at the **lending desk** for **finances** and **fees**. Staff worked closely with the town Finance Dept. as well as a small company called **PayGov.US** to arrange for a service that patrons have been requesting for quite some time. Until now, patrons have been able to pay their fines from home with a debit or credit card through a vendor that our **Library Connection ILS provider** contracts with but the convenience fees charged to them are greater. Also, PayGov.US will deposit monies owed to the library in accounts linked to those **payments daily** unlike LCI’s vendor who reimburses us quarterly (minus an additional surcharge to LCI for overseeing the service). Clearly, contracting internally with our own vendor will benefit the library financially and enhance service to our patrons.

Fax machine service has also experienced some recent changes. **Credit and debit cards** have become the sole means to use the **public fax machine** at the main library. After continued issues with patrons experiencing difficulties using cards that they were instructed to purchase when they wanted to use cash as payment to send their faxes, we instructed the vendor to remove his very confusing, overpriced cash **card machine**. Fortunately, we've had **no complaints** about the change and patrons who prefer to pay using cash are directed to the **Wilson Branch** where **staff** there **collect the cash and do the faxing** for them with a library, rather than a vendor owned machine.

Another new service that patrons at the main library have benefited from in the past few months has been **pre-school eye screening** through the **Windsor Lions Club**. Recognizing that most children's eyes aren't screened until they enter **kindergarten**, our local Lions Club purchased an expensive, easy to use, non-invasive piece of equipment that identifies youngsters who need referral for vision care. Their free screenings were held in the lower level meeting room and at times when the library was hosting a large pre-school program. **Sixteen children** were screened on Jan. 12 and resulted in a one year old and two older homeschooled children who needed a referral. **Eight children** were screened on Feb.9 and they identified one toddler who needed a referral.

Library Services, along with all other town departments, submitted our budgets to the Town Manager on January 11th. The **overall FY20 budget** reflects an increase of **\$41,240** or **2.4%** due to Personal Service as well as installation of a **FiberOptic line** to the Wilson branch that will be purchased with Special Revenue funds. The advantages of installing fiber at the branch include greater **online security, increased speed**, a means for staff to **manage wireless access** and the ability for IT staff at the main library or town hall to **install upgrades** and troubleshoot **network issues**. It will also eliminate the need to pay both Frontier and Comcast each month for service. With the recent installation of fiber at 330 Windsor Ave., this unique opportunity presented itself as the cost to extend service to the Wilson Branch Library dropped from over \$100,000 to **\$19,900**. Funds from a **State Library grant** will be used to pay for much of the fiber installation and a smaller portion with funds from a **Windsor Library Association** grant. Our budget presentation to **Town Council** is scheduled for **mid-April**.

Windsor Library Association Update

Betty Hellerman reported that the last fund raising appeal of the fiscal year is being mailed next week. The campaign thus far is on track and they expect to meet their budgetary goals. Gaye and Gabbie spoke at the winter meeting about the changing needs of Windsor residents. WLA is looking for new members.

Minutes of the Previous Meeting: Dec. 4, 2018

Motion: To accept the minutes.

Made by: Carol Sama
Second: David Raney

Vote: Cheryl Curtis Y Betty Hellerman, Y Carol Sama Y
Fran Ward-Nelson Y David Raney Y Denise Panos Y Kevin Washington Y
LeighAnn Tyson Y Carolyn Hoffman absent

Set next tentative meeting date: June 4, 2019 at 7pm at the Main Library.

Motion: To adjourn.
Made by: Betty Hellerman
Second: Kevin Washington

Vote: Cheryl Curtis Y Betty Hellerman, Y Carol Sama Y
Fran Ward-Nelson Y David Raney Y Denise Panos Y Kevin Washington Y
LeighAnn Tyson Y Carolyn Hoffman absent

Meeting adjourned at: 8:10 pm

Respectfully submitted: LeighAnn Tyson