

**Approved  
Windsor Library Advisory Board  
Meeting Minutes  
June 4, 2019**

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

Meeting called to order at 7:05 by Cheryl Curtis.

Cheryl asked for a volunteer to take minutes for the meeting. Carol Sama agreed to be Secretary.

**Public Comment:** None.

**Meeting Room Policy:**

There was lengthy discussion regarding appropriate use of meeting room space and the price for renting meeting rooms. No motion was made at this time. Gaye will bring recommendations back to the library staff for further discussion.

**Staff Reports**

This has been a busy spring at both libraries with an array of exciting programs that have been well attended.

Some of you may recall our **“Pennies for Penguins”** campaign last year that encouraged patrons to donate pennies to help save endangered African penguins, a species that has declined by 70% over the past 10 years. I’m pleased to announce that we reached our goal and earned a visit from “Blue”, a delightful African penguin and her trainers from **Mystic Aquarium** on April 10. Nearly 200 children and their families interacted with, learned about and were thoroughly entertained by adorable “Blue”.

Another program we held this spring that received rave reviews was a **local author festival**. This came in response to the challenge on our end to address the dozens of requests from local authors each year to hold book signings and/or to purchase their newly published titles for the library. Since most of those books are self-published, not included in review journals and not in high demand by our patrons, purchasing them would conflict with our Collection Development Policy. The local author festival was reference librarian, Danielle Tapper’s ingenious way to showcase the work of local authors without compromising our book selection standards. She recruited volunteers to read the books and included them on panels where they were able to ask meaningful questions of each of the 10 authors that participated. The program was such a huge success that Danielle hopes to do it again next year.

We partnered with the State of CT in hosting two **Long Term Care Insurance** public forums. Over 80 people attended and everyone reported that they found the programs to be very helpful.

Staff from Kidspace participated in the **Winter Festival/Kids Fair** on March 16 at 330 Windsor Ave. They handed out books, bookmarks and balloons to kids who stopped by the library booth as well as information about kids, teen and family programs.

April vacation week in Kidspace featured the Bryson Lang **Comedy-Juggler Show**, a make your own **Paper Bag Puppet** program and an **Instrument Petting Zoo**.

Free **Comic Book Day** for **teens** included local professional comic book artist, Matt Ryan and his fantastic drawing workshop. The teens loved every bit of it!

Teen Librarian, Andy Geary, also had nearly a dozen excited **tweens** register for his **Mario Kart Indy 500**. Andy visited all of the local video game stores and they were a great help in promoting the event.

A new product introduced this spring was **Binge Boxes**. Now, patrons can come to the library and check out a whole group of similarly themed movies together in an easy to carry case. There are currently 10 binge boxes and examples include “**Battle Ready**” wartime films or “**No One’s Safe**” psychological thrillers or “**Older and Wiser**” movies featuring actors in their twilight years. This was Reference/Technical Services Librarian, Andrea O’Shea’s creative idea of repurposing duplicate copies from the Quick Flicks collection.

Andrea and Children’s Librarian, Shana Shea were asked to present at the **Connecticut Library Association’s Annual Conference** last month. Andrea did one presentation on **Event Passes** and another called “**Moving from YA to Management**”. Shana spoke about creating a **Music Makerspace**.

With warmer and hopefully less wet weather, we’ve begun work on several **building projects**. Both libraries are in the process of having **carpets, furniture** and **windows** cleaned. Some pieces of **furniture** at the main library will be **re-upholstered** after nearly 15 years of use. Slate **roof shingles** will be replaced, **gutters** repaired and the exterior **brick** at the main library will be **re-painted**. More light ballasts will be converted to **LED**. Curbing along the northeast corner of the main library is being replaced. The **manager’s office** at the branch was recently **re-painted** and Gabbie has begun shifting the collection to make it easier for the public to access. The infrastructure needed for **fiber installation** at the branch has been completed and that project is scheduled for completion in mid-July. As noted previously, 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.

I met with the Public Works Director/Town Engineer, Bob Jarvis, regarding the installation of “wheel stops” on the parking lot side of the main library building. He advised against the installation as he’s certain they would not survive the **snow plows** during winter storms. Prior to snow removal they would also pose a **tripping hazard**. Also, with the increasing number of cars today that are built lower to the ground, there has been much documented **undercarriage damage** to those vehicles by wheel stops. “**Bollards**” are another option for consideration but one that Bob also has issues with. These tall, rounded **concrete structures**, painted red or yellow, are most often seen at gas stations to prevent drivers from hitting the pumps. While they would certainly keep anyone from driving onto the sidewalk, they would also **detract from the aesthetics** of the library property. Bollards are also **expensive** to purchase and install. We will continue to monitor the situation but don’t intend to make any physical changes at this time.

I’m pleased to report that Windsor voters approved the town budget at the May 14 referendum. The Library Services general fund **budget** reflects an increase of **\$38,940** or **2.3%** due primarily to salary and benefit costs. The **FiberOptic line** to the Wilson branch that will be purchased with Special Revenue funds.

### **Windsor Library Association Update**

Carol Sama noted that the next meeting will be held on June 12, 2019.

### **Minutes of the Previous Meeting: March 12, 2019**

**Motion:** To accept the minutes with one correction noted by Carol Sama.  
Change “pf” to “of” in second sentence of second to last full paragraph.  
Made by: LeighAnn Tyson  
Second: Fran Ward-Nelson

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

### **Set next tentative meeting date: Sept. 10, 2019 at 7pm at the Main Library.**

**Motion:** To adjourn.  
Made by: Betty Hellerman  
Second: LeighAnn Tyson

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

**Meeting adjourned at:** 8:08 pm

**Respectfully submitted:** Carol Sama