

**Draft of
Windsor Library Advisory Board
Meeting Minutes
Sept. 10, 2019**

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

Meeting called to order at 7:01 by Cheryl Curtis.

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

Public Comment: Ted Campbell, 265 Poquonock Ave., children's book author, questioned why his book is not being purchased by the Windsor Public Library. He wants the Library Collections Policy of 2014 reviewed/changed.

Meeting Room Policy:

The Library Director presented copies of the policy that included two recommended changes that were discussed at the previous Advisory Board meeting and subsequently with library staff. Nonprofit "groups" now reads nonprofit "organizations" in the first paragraph and "sales parties and gaming" is now listed as activities that are not permitted in meeting rooms in paragraph three.

Motion: To ratify revisions to the Meeting Room and Use of Public Space policy.

Made by: Carol Sama

Second: Leigh Ann Tyson

Vote: Cheryl Curtis Y Betty Hellerman, Y Carol Sama Y

Fran Ward-Nelson Y David Raney Y Denise Panos Y

Kevin Washington absent LeighAnn Tyson Y Susan Kirschner-Robinson Y

Staff Reports

It was another busy summer at both the Main Library and Wilson Branch as people of all ages and interests borrowed over 70,000 items, participated in programs, used public computers, met with their tutor from the Windsor Public Schools, attended meetings, applied for a passport, had a document notarized, a test proctored or simply spent time in our cool buildings to escape the heat and humidity.

July 4th marked two big celebrations for library staff: Independence Day and the 95th birthday of long time beloved employee, Mercedes Talmadge. Mercedes continues to work 25 hours each week at the Main Library and shows no sign of

slowing down! Staff honored her with a pot luck luncheon, birthday cake and some fun gifts!

We welcomed two new part time library clerks this summer. Retired elementary school teacher, Shari King joined Kidspace and Randy McKenney retired from his position at the State of CT Dept. of Social Services to join the Wilson Branch staff.

The Main Library received nearly \$1,000 in donations in memory of former volunteer, Ruth Thulen, who passed away on August 18 at age 102. Many of you know Ruth's daughter, Pat Corbett, who works at the lending desk and daughter, Nancy Danner who volunteers on Friday mornings. We will use a portion of the memorial donations to purchase a comfy children's overstuffed chair for the lobby. It's a much needed piece of furniture since there are dozens of children's books shelved in the lobby and there's currently no place other than the floor for our young patrons to sit and read them. We plan to call it "Ruthie's chair" since she loved nothing better than to sit in the lobby at the nursing home and visit with everyone who walked by.

Nearly 200 people attended the summer reading kick-off at the main library on June 22 and over 800 people participated in the summer reading program which offered the chance to win some neat prizes for every book read. Harry Potter Day, on July 31 was another huge success as 180 children came dressed as Hermione, Harry, Hagrid or other Hogwarts characters and attended 6 programs over the course of the day. Children were invited to make their own wizard charm bracelets or their own wizard wand, to take part in Hogwarts' trivia or scavenger hunt and complete Harry Potter Sorting Hat coloring sheets. The door count on that day was 914!

Teen summer successes included the *End of Summer Glow Party*, *DIY Tie Dye*, and the *Will it Waffle?* Program as well as a large increase in teen volunteer activity during July and August.

In the next few months, our teens will enjoy a gaming tournament, a zombie-themed Halloween party, a *Nailed It/Failed It*-inspired holiday challenge, cookie decoration, and guest performers conducting programs on Henna art and writing/drawing comic books. We are also hosting a guest lecture for teens and parents on how to pay for college. □

The Wilson Branch had another successful year serving summer lunches to children in the community. That site served the highest number of meals and received rave reviews about how lovely the picnic tables were and how much they valued the program.

With the help and support of our library and town IT staff, the Wilson Branch successfully converted to fiber optic network internet access, which offers patrons increased privacy and more consistent access, while providing staff more troubleshooting control.

Beginning in October, Wilson Branch will be circulating STEM Kits featuring Ozobots and a Dash Robot to teach basic coding/computer programming to children ages 6 and up. They've also begun circulating music kits thanks to a generous donation from Kidspace.

This fall, both branches will be hosting the Korean Spirit and Culture Promotion Project with a Lotus Lantern Workshop and the Quilters Guild will be here for a 4-part beginner workshop. Back by popular demand is our 5-part Healthy Minds series hosted by Hartford Healthcare Center for Healthy Aging which focuses on how to protect, preserve and improve your memory.

On Friday, Sept. 20th the main library will be conducting a fire drill at 8:30AM and are in need of volunteers to act as patrons who need to be evacuated. If you're interested, please let us know. Light breakfast refreshments will be served.

At the Main Library, New Wifi Adapters have been setup and installed. Patrons will no longer need to worry about finding the adapter with the most bars and once they login to our SPOT wireless network it will follow them throughout the building. Staff will work on a separate system similar to home wifi and will no longer be competing with the public for any of the 45 SPOT wireless licenses shared by the branch and main library.

Digital circulation in July 2019 increased 57% over July 2018. Patrons are enjoying Hoopla's online service to such an extent that starting Sept. 1 we began limiting downloads to 4/patron/month from the current 6/patron/month. This should reduce cost and expand the service to more users.

Playaway "Launchpads", standalone tablets that feature ten different learning apps for children, can now be borrowed from the Windsor Public Library. Each Launchpad is pre-loaded with high-quality, ad-free learning apps grouped by age, grade level, subject area and theme. Parents can feel comfortable knowing that their children are enjoying a safe educational experience as each tablet is secure and locked down without camera or WiFi access. Subject areas include English, language arts, math, science, language learning, critical thinking and creativity. Learning becomes fun for children as subjects are presented by themes featuring princesses, animals, transportation, dinosaurs and space. These sturdy, economical devices can be checked out from the library for seven days.

For those of you who use the self-check terminals, new auto-cutting receipt printers have been ordered.

We also have new customer service cards in hard copy at both branches and online for patrons to fill out to let us know how they feel about the service they received. So far, the feedback has been very positive. Staff have been collecting them each month and reading them aloud at our full time staff meeting. Nice for staff who have been identified by patrons for offering good customer service to receive kudos in front of their colleagues.

In closing, I need to make you aware of a challenge to the Windsor Public Library Collection Development Policy. Since March 2019, resident, Thedress Campbell, has been contacting library staff via email, insisting that they purchase 2 copies of his self-published children's book. He first left copies of his book at both the main library and the branch with the request that the Children's Librarian and the Branch Manager edit it. Both informed him that it would not be appropriate for them to edit his book and returned it to him. Since then, Mr. Campbell has continued to contact the staff numerous times, with many questions and the same demand that the library purchase his book. I provided him with a copy of our Library Collection Development Policy, whose last revision you approved in 2014, which describes the procedure librarians follow to purchase materials that will strengthen the collection. Section V details the selection process and outlines objective criteria and a list of some of the review journals that librarians use to help make wise purchasing decisions. We do not purchase self-published material. Since no publisher has agreed to publish it, there are no reviews for it, there is no information available through OCLC, our national cataloging resource to catalog it and it is not available for us to purchase through Baker & Taylor, our library book and pre-processing vendor. I shared all of this information with Mr. Campbell and explained that as a courtesy to Windsor citizens, we will accept self-published books with the understanding that they would be identified with a "local author" sticker and a book plate indicating that they were donated by the author. Every Windsor self-published author that I've spoken to throughout my career, with the exception of Mr. Campbell, has appreciated this courtesy. We've answered all of Mr. Campbell's questions that we have data for and our treatment of both he and his self-published material is consistent with every other self-published author who has contacted us. I believe that our Windsor Public Library Collection Development Policy is fair, relevant and requires no revisions at this time. If you have any further questions about this matter, please don't hesitate to ask me.

Windsor Library Association Update

Susan Kirschner-Robinson reported that WLA will be doing a targeting mailing for their fund raiser this year rather than a mailing to 13,000 citizens and businesses as they have in the past. The work night will take place at the Wilson Branch Library on Sept. 25 and is not open to the public as additional volunteers will not be needed.

Minutes of the Previous Meeting: June 4, 2019

Motion: To accept the minutes with two corrections. Change “pf” to “of” in second sentence of the last full paragraph and replace the next tentative meeting date from Sept. 12, 2019 to Sept. 10, 2019.

Made by: Fran Ward-Nelson

Second: Denise Panos

Vote: Cheryl Curtis Y Betty Hellerman, Y Carol Sama Y

Fran Ward-Nelson Y David Raney Y Denise Panos Y

Kevin Washington absent LeighAnn Tyson Y Susan Kirschner-Robinson Y

Set next tentative meeting date: Dec. 9, 2019 at 7pm at the Main Library.

Motion: To adjourn.

Made by: LeighAnn Tyson

Second: Carol Sama

Vote: Cheryl Curtis Y Betty Hellerman, Y Carol Sama Y

Fran Ward-Nelson Y David Raney Y Denise Panos Y

Kevin Washington absent LeighAnn Tyson Y Susan Kirschner-Robinson Y

Meeting adjourned at: 8:20 pm

Respectfully submitted: LeighAnn Tyson