

**Draft of  
Windsor Library Advisory Board  
Meeting Minutes  
March 5, 2020**

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

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

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

**Public Comment:** None.

**Resignations and Appointments:** None

A question was raised regarding terms that have not been renewed. Gaye shared that in her conversations with the town clerk the answer has been that the even if the member has failed to re-apply for another 3 year term the seat continues to be theirs until they submit a letter of resignation or someone else applies to fill it.

**Attendance Policy:**

Gaye passed out copies of the policy which the Board adopted in 2013. Board members reviewed the policy and a question was raised about attendance. It was noted that there may have been an error in the list of attendees noted in the minutes at one of the meetings held during the past year and that one member may have been incorrectly identified as absent rather than present.

**Staff Reports**

**Arts & Crafts** has been the theme this winter at both libraries as patrons have shown great interest in every opportunity the libraries have provided to either express or learn to express their creative talents. The first **Artist-in-Training Program** in February featured **Helen Davenport's stained glass** and was a huge success! Her collection was on display in both the meeting room Artspace and both of our lobby displays.

Over 125 people watched and asked questions as Helen created her art in the main library lobby on one weekday morning, one evening and one Saturday to maximize her exposure to different groups of patrons. Her reception on Sunday Feb. 16 not only attracted dozens of people but she also earned \$1,200 in art sales (10% of which goes to the library). This month we welcome **watercolor artist and Palette and Brush Club President, Kathleen Tracy**. The library is

currently accepting applications for 2021 as the 2020 roster is full! Following a packed audience for a **Konmari** program which helped participants learn how to de-clutter their unnecessary possessions, the library sponsored a **Craft Swap**. People were invited to bring in craft supplies and equipment they were no longer using throughout the month of February and then to return on Feb. 27 to take home items that others had donated. The swap resulted in four very long tables filled with every sort of craft item imaginable such as **yarn, fabric, thread**, and a variety of **kits** and **accessories**. **55** people attended and nearly everything was gone within an hour!!

In December, Wilson Branch hosted a DIY **Gingerbread House Making workshop** for families using graham crackers, frosting, and ALL of the best holiday candies. The 23 participants got super creative with their masterpieces. Kidspace held its second **Stuffed Animal Hospital** on Dec. 14 where children were able to pretend play as vets while actual volunteer “surgeons” used their sewing talents to mend the beloved fabric friends. Teens and tweens at the main library enjoyed **cookie decorating** in December and a **Valentine’s Day Cupcake War** in February. This creative program was featured in the February edition of Connecticut Parent magazine.

Ongoing craft programs include **Learn to Crochet** which meets Tuesdays on the main library mezzanine, **Wilson Branch Library’s Crafters group** on Thursday mornings, **Kid’s Crafternoon** on Wednesdays, **Little Picasso’s** messy art experience on Thursdays and **Teen Craft Night** one Wednesday each month in the main library meeting room.

This spring staff will be collaborating with other departments and outside groups on many of their program offerings. Educators at **Northwest Park** will be at the branch for an **Animal Friend Storytime**, a **local bakery** will provide desserts for an **“Unbirthday” Party** to celebrate everyone’s birthday-no matter when it is and **SCORE** (Service Core of Retired Executives) will work with Gabbie on a program aimed at building capital and securing financing for **small business**. Andy is assisting his **teen advisory group** as they design and prepare to host a program at the library called **“Embrace Your Hair”** where they’ll be using their platform to build confidence in younger girls by showing them that big, frizzy, sometimes difficult hair can be both cool *and* beautiful. JThey plan to teach kids and tweens a variety of braiding and styling tips and tricks. Andy will also conduct part 2 of a series on **Youth Entrepreneurship** in partnership with **URISE** Ventures. Danielle will be helping Rebecca at the **Senior Center** and Lori Volkert from the **Fire Marshal’s** office with a 10 week **Agging Mastery Program**, funded through the **CT Healthy Living Coalition** starting on March 3. Shana’s partnership with **Loomis Chaffee School** and the **CT Coalition to End Homelessness** on a “Homeful Storytime” was such a success that she hopes to work with them again soon.

**Scott Colby** is the town's new **Assistant Town Manager**. He lives in Windsor, studied criminal justice, public administration and was most recently the assistant to the Town Manager in Plainville. With only three weeks under his belt, Scott did an amazing job last week covering while Town Manager, Peter Souza was on vacation. He hosted the **Extended Leadership Team** meeting which brings together all of the upper and middle managers throughout the organization to discuss relevant topics and attended our library **full time staff meeting**. He was a huge help in making the decision to close the branch for two days after a **sewer line broke** on Windsor Ave. and in helping to collect data relative to the impact of the **Grace Church Food Pantry** on main library parking.

Building challenges we've dealt with at the main library since our last meeting include **two water leaks**: one coming in from a hole in the meeting room roof and another leaching through the foundation into the lower level ladies room. Also, the long **ceiling light fixture** on the mezzanine shorted out at the box and left the Maker Space closed to the public for three days until the entire fixture could be re-wired. **Electricians** had to be called in again when a patron plugged a phone charger with an exposed wire into one of the outlets in quiet study room #3 causing **sparks** and a **blackened wall and fixture**. The **fire dept.** responded to ensure that there was no heat coming from inside the wall. The large **spotlight** on the **mezzanine roof** which illuminates the parking lot was finally repaired and converted to LED. This was a difficult repair as it involved hiring a lift **and** an electrician who could contend with the brittle, slippery slate tiles. The project to convert all of the main library lighting to more energy efficient LED continues and we hope to have it fully completed by next fiscal year.

The libraries will be participating again in the Connecticut Library Association **Passport Program**. Patrons can obtain their Library Passport here at our library and begin their journey to multiple participating CT libraries. Each Library will stamp their visitors' passport and give each visitor a small gift! At the end of the program, the Connecticut Library Association will be raffling off a total of four \$150 gift cards, one for adults and one for children in each category.

Staff changes since we last met include the hiring of **Dylan Waddington** as a second Director of Special Programs in Kidspace after two unsuccessful recruitments for a part time librarian to fill the vacancy left by Elise Marzik. **Donna Myers** was hired as a new lending desk clerk to fill the spot left after Tim O'Shea resigned from that part time position. In addition to a great interview and outstanding references, Donna was a volunteer tutor at the Wilson Branch for several years. Head of Reference and Technical Services, Andrea O'Shea, will soon be heading off on maternity/FMLA leave.

Other staff news impacting all libraries in our state include the unfortunate report that after an entire year of recruiting, interviewing and vetting, the candidate who was offered the position as **State Librarian** has withdrawn. Closer to home and just as disappointing was the resignation of our brand new **Executive Director**

of **LCI**, our 30 member regional consortium that had also been without leadership for nearly a year.

The library is gearing up for the **U.S. Census** which begins this month. Computers will be available for anyone who wishes to complete their census online and lots of information will be disseminated from both libraries to encourage participation. **Gail Mannion** attended a program offered by the State Library and will serve on a town census committee.

Most of the full time staff have been working on a shared content calendar to clarify postings and avoid duplication. **Shana Shea** has been asked and has agreed to serve on a national social media committee.

I submitted our **Library Services FY21 Budget** to the town manager in January. There are still a few changes that have to be made to all of our budgets as we hear more about potential reductions to state aid to towns and unforeseen increases to water, benefits and recycling. Budgets will go to **Town Council on March 27** and the expected date for town **referendum will be May 19**.

#### **Windsor Library Association Update**

Susan Kirschner-Robinson reported that WLA met their fundraising goal. She noted that there is a new donate online feature on their website. They will be holding a spring campaign and during National Library week in April they hope to have more of a presence. Also, there will be increased signage at programs they are sponsoring as well as WLA bookmarks to hand out to library patrons. Youth Theatre group will share their proceeds with WLA. Carol is investigating the purchase of t-shirts for WLA members to make them more identifiable at local events. Finally, WLA is reviewing their website and looks forward to updating it.

#### **Minutes of the Previous Meeting:** Dec. 9, 2019

**Motion:** To approve the minutes.

Made by: Fran Ward-Nelson

Second: Caren Barry

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

Fran Ward-Nelson Y David Raney absent Denise Panos Y

Kevin Washington absent LeighAnn Tyson absent Caren Barry Abstain

Susan Kirschner-Robinson Y

**Set next tentative meeting date: June 9, 2020 at 7pm at the Main Library.**

**Motion:** To adjourn.

Made by: Carol Sama

Second: Denise Panos

Vote: Cheryl Curtis Y Betty Hellerman, absent Carol Sama Y  
Fran Ward-Nelson Y David Raney absent Denise Panos Y  
Kevin Washington absent LeighAnn Tyson absent Caren Barry  
Susan Kirschner-Robinson Y

**Meeting adjourned at:** 7:48 pm

**Respectfully submitted:** Carol Sama