

**Approved
Windsor Library Advisory Board
Meeting Minutes
Dec. 9, 2019**

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

Absent: Kevin Washington

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

Cheryl asked for a volunteer to take minutes for the meeting. Denise Panos agreed to be Secretary.

Public Comment: None.

Resignations and Appointments: Chair, Cheryl Curtis, introduced Caren Barry as a new member to the Library Advisory Board.

Collection Development Policy:

The Library Director presented a paragraph on Local Authors that she would like to be added to the policy. There was discussion on the difference between self-published and published books and the growing number of self-published authors.

Motion: To accept the addition of Local Authors to the Collection Development Policy.

Made by: David Raney

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 Caren Barry Y

Susan Kirschner-Robinson Y

Staff Reports

If I had to pick a single word that has been on the minds of all of us at the library in the past few months it would have to be “staffing”. It seems that no sooner did our Head of Children’s Services come back from maternity leave that our Reference Librarian left for 12 weeks of family leave. Soon, our Head of Reference and Technical Services will be out for the same reason. Also, our part time Kidspace Librarian left months ago but, after two separate recruitments, we were unable to find someone to take her place. In addition to all of that, the

Executive Director position for our Library consortium has been vacant for several months, leaving both the staff there as well as each of our individual member libraries at a disadvantage. The good news is that staff did such an amazing job working extra hours, taking on additional shifts and covering for one another during the absence of their colleagues that service to our patrons locally and at the consortium level was not impacted. Also, we're very close to offering the Executive Director position to a talented individual, the decision to recruit for a Director of Special Programs position instead of an MLS Librarian in Kidspace turned out to be a good one as it resulted in several outstanding applicants **and** we have some beautiful new babies to enjoy!

While one of our core team members was out on maternity leave, the band played on for adult patrons using the library. Specifically, the **Doug Maher Trio** and Julie Ribchinsky, CCSU Professor and Cellist had outstanding, near "sell out" concerts at the library this fall. We also hosted another successful year of **Hartford Healthcare Center for Healthy Aging's Healthy Minds** series, plus **Beth Caruso's** sophomore novel debut, *The Salty Rose*. Our hands-on workshops included an unprecedented 4-Part **Quilting Workshop** taught by the Windsor Friendship Quilters, a program that not only was successful in its own right, but also yielded machine donations that will be used for spring programs for teaching both kids and teens how to sew. This skill has unfortunately seen decline in recent years in general education. **Test proctoring** almost broke a record for number of tests in a month, proving that this service is on the rise in this fast-growing world of online education. Looking forward, 2020 will debut the library's **Artist-in-Residence** program where local artists will be invited to bring their art to life in real time for our patrons.

Kidspace hosted a wonderfully successful **Halloween** celebration on Oct. 14 with about 140 people attending. The library also partnered with several members of the Windsor Library Association on a re-scheduled **Nightmare on Broad Street** and **Northwest Park Country Fair**.

Kidspace staff is excited about an upcoming **Paddington Bear storytime** this month. They're partnering with **Loomis Chaffee School** and the **Connecticut Coalition to End Homelessness** for stories, crafts and a discussion for school age children with friend Paddington Bear on the topic of family **homelessness**.

For teens at the library, October's **Zombie Party** was a huge success and the new **Teen Advisory Board** is off to a good start with steady attendance and renewed interest by some to volunteer at the library. December will feature two different **food decorating** programs, an **ugly sweater contest** and an end-of-the-year **pizza party** during our final Teen Tuesday. January will introduce **Job Hunting for Teens** as well as **Teen Craft Night**.

Wilson Branch hosted two popular craft workshops this fall. First, an immersive cultural exploration of **Korean traditions with Lotus Lantern Making**, hosted by

the Korean Spirit and Culture Promotion Project. The second, a **wreath-making workshop** with Dede Burgos, a Windsor Public Schools educator and all-around crafty mom. The branch partnered with the Yale Alzheimer's Society for discussions on **dementia**. Other programs included Decluttering **and Cut the Cord**, which offered alternatives to cable TV. In January, the Wilson Branch will partner with Windsor Youth Services Bureau, Social Services, and the Health Department to present **Money Matters (& So Does Food)**—a financial literacy mini conference focused on wellness through budgeting and nutrition.

Library staff participated in the second annual Professional Development Half Day on Oct.25. Once again, both libraries were closed until 1PM to make it possible for all staff to attend. Presentations included an overview of development in town by Town Manager, Peter Souza followed by a workshop on **Customer Service and Burnout** by author, Jean Baur. The morning concluded with **KnowB4 cybersecurity training** led by IT Librarian, Denise Ricotta. This informative team-building training opportunity was funded by the Windsor Library Association. Staff also took part in a fire drill (thanks to Cheryl Curtis and other volunteers who acted as patrons who need to be evacuated) in September and a CPR/AED training in November.

Thanks also, to the Windsor Library Association, for keeping the Wilson Branch Library warm this winter by funding the replacement of the unit housing its **geothermal compressor**.

If you've tried finding a **parking** space at the main library on Wednesday afternoons, you're probably aware of the **food pantry** operating out of **Grace Church** next door. Apart from the strain on already **limited parking**, patrons concerns include the inability to back their cars out of a space due to **double-parking** by pantry clients or people lined up to get into the pantry that refuse to move as patrons try to leave the lot, **smoking** by pantry clients and **arguments** between pantry clients. I met with Father Chip, the executive director of the food pantry and a Windsor police officer to relay patron concerns, safety/liability issues and to go over the **easement** which Grace Church entered into years ago turning all of their parking spaces over to the town with the understanding that they would no longer be responsible for its maintenance or liability. My impression from that meeting was that while they understand that the food pantry may be imposing on library patrons, their mission to feed anyone who is hungry is of greater concern. A police officer has been on the premises for a portion of time on Wednesday afternoons for the past three weeks and the church is discouraging pantry clients from arriving before the pantry opens but the situation is still strained. The Town Manager is monitoring the situation and I'll keep you posted.

Our town **FY20/21 Budget Kick-Off** meeting was held on Thursday, **Dec. 5**. Our budgets are for review by the town manager on January 10. I will be asking for a

small increase to Personal Services to allow for adjustments to salary and benefits and to utilities for both library facilities.

Windsor Library Association Update

Susan Kirschner-Robinson reported that WLA's targeted mailing for their fund raiser this year is going well. Although there is still a small gap, she feels that their goal will be met. Their fundraising campaign targeted known donors rather than a mailing to 13,000 citizens and businesses as they have in the past. In one quarter alone they raised \$10,000. Susan also mentioned that on Friday a photo will be taken with Marian Sorbo, who has been their largest donor this year and their most loyal contributor over a 20 year period.

Minutes of the Previous Meeting: Sept. 10, 2019

Motion: To accept the minutes.

Made by: Denise Panos

Second: Susan Kirschner-Robinson

David Raney questioned whether the word "special" should be included in the heading of the minutes and wanted to discuss having "calendared" or "regular" meetings going forward rather than "special" meetings. This item will need to be included on the agenda for the next meeting before further discussion can take place.

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

Fran Ward-Nelson Y David Raney N Denise Panos Y

Kevin Washington absent LeighAnn Tyson Y Caren Barry Abstain

Susan Kirschner-Robinson Y

Set next tentative meeting date: March 5, 2020 at 7pm at the Main Library.

Motion: To adjourn.

Made by: Carol Sama

Second: Fran Ward-Nelson

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 Caren Barry

Susan Kirschner-Robinson Y

Meeting adjourned at: 7:57 pm

Respectfully submitted: Denise Panos