

**Approved  
Windsor Library Advisory Board  
Meeting Minutes  
June 1, 2022**

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

Meeting called to order at 7:08 PM by Cheryl Curtis.

Cheryl asked for a volunteer to take minutes for the meeting. Caren Barry agreed to be Secretary.

**Public Comment:** None.

**Resignations and Appointments:** None

**Collection Development Policy:**

Gaye recommended three changes to the policy. First, that the line “Donations not added to the collection may be sold to the public at a library book sale” be added to the Donations and Memorials section. Second, that selling books “through a vendor sponsored buy-back program” be included in the Withdrawals and Replacements section and third, that a list of review sources be deleted from the Nonprint Materials section. It was also noted by a Board member that “VIII” should be placed in front of the Extending Resources section.

**Motion:** To accept the Windsor Public Library Collection Development Policy as amended:

Made by: Fran Ward-Nelson

Second: Denise Panos

Vote: Cheryl Curtis Y Carol Sama absent Fran Ward-Nelson Y Denise Panos Y  
Caren Barry Y David Raney Y Michael Zager Y

LeighAnn Tyson absent Betty Hellerman Y Kevin Washington Y

**Staff Reports**

**Winter** and **spring** were fairly quiet at both libraries. Unlike most winters, with snow causing delayed openings and early closures, **ice** was the culprit this year and there were many days when patrons opted not to venture out onto slippery roads and walkways. **December’s reinstated mask mandate** for all town buildings also caused patrons to think twice before interacting with others at the library and potentially exposing themselves or their families to yet another **COVID mutation**. Spring heralded **large COVID spikes** and **no masks** after **March 2**, causing some patrons to think twice about coming inside our two library buildings.

Many patrons with young children were undeterred by COVID, however, and returned to the library throughout the winter and spring to attend **programs again, all held in-person**. The popular **Talk & Toys** program on Monday mornings that encourages young children and their caregivers to interact returned after a long COVID hiatus, along with other fun, interactive programs like **Preschool Storytime, Sing & Stomp, Crafternoon** (renamed Hearts and Crafts for Valentine's Day) **Toddler Time** and **Young Explorers**.

Most adult programs moved from **virtual** to **hybrid** format with the exception of **book clubs** which continue to be run virtually as participants preferred to attend from the comfort of their own homes. **You Are Not Alone** with **Psychic Medium Sydney Sherman** is just one example of an adult program that was held in **hybrid** format this winter. Sydney conducted the program from **her home** while half of our Windsor attendees viewed her via **Zoom** from **their homes** and the other half participated in a large socially distanced and masked group from the **main library meeting room**.

The libraries partnered with **Windsor Adult Education** to purchase a subscription to an exciting new **database** called **Northstar Digital Literacy**. It offers online, **self-guided assessments** that measure mastery of basic skills in areas such as **Internet essentials, Microsoft Word, Excel** or **Power Point, social media** and **career searching**. Once the skill level is determined, the tool will then provide individualized online **instruction** and practice to help users build digital literacy skills and enhance employment, education and overall daily life. Windsor library card holders can access Northstar Digital Literacy at the main library, the Wilson branch or from their own computer at home. **Library staff** is also available to offer additional guidance and **training** beyond the scope of this basic tutorial.

The main library was able to, once again, offer **free tax assistance** through the **VITA** (Volunteer Income Tax Association). While we had hoped to offer one-on-one sessions throughout the week, the lack of trained volunteers meant that we ended up scheduling all of the appointments on Monday **March 21**. The meeting room was buzzing with activity for that event.

Wilson Branch Manager, Gabbie Barnes, partnered with the Windsor Historical Society on a **Jumping for Our Dreams** event held to celebrate the African American experience. Pictures of several girls jumping rope **double-dutch** were featured on the cover of the Feb. 14 edition of the Journal Inquirer.

I'm pleased to announce that Teen Librarian, **Alex Remy**, has moved into the **Children's Services Librarian** position, replacing Meg Schiebel, who left in early December to move to Amsterdam. Prior to joining our staff in 2020, Alex was Branch Supervisor at the Springfield City Library where much of her work involved children and young adults.

With few teens coming to the library since the pandemic hit, Alex's Teen Librarian position was tweaked a bit to address the growing need from patrons for more **technology help**. The new librarian will be more involved with providing that tech help as well as incorporating **emerging technologies** into library services. Managing the **teen collection** and offering teen services as needs arise will continue to be part of the job duties. **Cailey Klasson**, former Youth Services Librarian in **Gulfport, Florida** took over that position and relocated to Connecticut with her family in **mid-April**. She received her Master's degree in Library Science from Simmons College in 2011 and worked first in a school library before moving into her current role at the Gulfport Public Library. Despite the fact that Cailey only had the chance to work with supervisor, **Andrea O'Shea**, for three days before Andrea left to go on maternity leave, Cailey is settling in well.

The day after heading out on maternity leave, **Andrea gave birth to baby Harold**. He joins big brother Oscar and dad, Tim O'Shea.

A full-day staff "**Training Palooza**" spearheaded by the library's professional development task team was an amazing success. Designed to **build connection** among the talented staff, the Palooza invited both full and part time employees to do short conference-style **presentations** on topics that ranged from **book repair** to **meditation** to **backyard birds**.

With more and more emails and phone calls from patrons around the world confusing their **Windsor Public Library** with ours, we've decided to include **Connecticut, U.S.A.** in the header on our webpage. We're most accustomed to hearing from Windsor, Ontario and Windsor Colorado but earlier this week I received an email from someone requesting a library card from Windsor, Norway. At last count, there are **32 Windsors** in the world-most with a public library of the same name.

Staff at both libraries is interested in hearing more about how we can **better serve our patrons**. To that end, The **Wilson Branch** plans to host **three community listening sessions in July** and the **Main Library** will be **surveying patrons in August** and in **October** to hear patron reactions concerning the **quality** and the **convenience** of the service they received during their visit.

### **Windsor Library Association Update**

Michael Zager, President of WLA, shared this report:

#### **Annual Meeting**

The annual meeting will take place on June 14<sup>th</sup>.

### **Wilson Library Transfer**

The WLA and the Town are proceeding with plans to transfer the Wilson library to the town of Windsor. The last time that a similar event occurred was nearly 50 years ago when the main library was transferred to the town. Peter Souza, the Windsor town manager, has given notice to the Town Council about the intention to transfer the Wilson Library to the town. The town attorney, Kevin Deneen, and the WLA attorney, Diane Whitney, have prepared the legal paperwork and the Attorney General to the state of CT has given approval to proceed with the transfer. In order for the transfer of the Wilson Library to occur, all the conditions of the L.P. Wilson's will must be honored. The legal paperwork is prepared but the WLA and the Town must both approve. The WLA plans to bring this to a vote at the annual meeting.

### **New Members**

We will be presenting a slate of 10 new members to be voted on at the June 14, 2022, meeting.

Thank you to Gaye Rizzo who will be providing a new member tour of the library on June 1, 2022. The tour takes the members into the Mather section of the library and down underneath where one can see the original kitchen. This tour is a wonderful introduction to the early history of the building and our library.

### **Shad Derby Success**

For those of you who could not attend Shad Derby, despite the heat and humidity this was a fabulous day for the WLA. Special thanks to Kandecia Avery who organized the materials and all the paperwork in order for the WLA to participate. Special thanks to the 15 WLA members who attended the event on the green. Special thanks also to Gaye Rizzo who supported our efforts with a tent, tables and materials to make our booth effective. Our members and volunteers at the Shad Derby (many donning WLA shirts) expanded the WLA network. Three additional community members are interested in becoming members. The Shad Derby venue was an ideal opportunity for potential members to become informed. WLA was able to share information with the community about library programs and materials. We gave away books and bookmarks for the young and old. The members who attended the event had a great time visiting our Windsor neighbors and friends! Our in-person participation was well worth all our collective efforts.

### **Fundraising**

A group of volunteers met on Saturday, April 30, in the main library to stuff approximately 300 envelopes for our spring mailing. Donations from this appeal continue to arrive in our mailbox. We have exceeded our fundraising goal for this year.

### **Proposed Bylaws Revision**

The Executive Committee is proposing a minor change to our bylaws paragraph 4.A to avoid even the appearance of a conflict of interest when closely related individuals become WLA members. The language is included below for us to

vote on June 14, 2022. The main change consists of two additional sentences describing the makeup of the executive committee.

*No related Association members may serve on the Executive Committee simultaneously. "Related" members are defined as any members who are also connected by family, marriage, or household.*

**Minutes of the Previous Meeting:** December 8, 2021

**Motion:** To accept the minutes with one grammatical correction

Made by: Denise Panos

Second: David Raney

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

**Set next tentative meeting date: September 6, 2022 at 7PM (Meeting Room #1)**

**Motion:** To adjourn.

Made by: Kevin Washington

Second: Denise Panos

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

**Meeting adjourned at: 7:52 PM**

**Respectfully submitted:** Caren Barry