

**Approved
Windsor Library Advisory Board
Meeting Minutes
Sept. 6, 2022**

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

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

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

Public Comment: None.

Resignations and Appointments: None

Meeting Room and Use of Public Space Policy:

Gaye recommended that “community groups or” be omitted from the third sentence of the policy to help clarify that library meeting rooms are available free of charge to nonprofit/not-for-profit Windsor organizations with Windsor members only. After some discussion, Board members agreed to the change and suggested that the words “while” and “also” be omitted from the second sentence and that it then be divided into two separate sentences that now read: “First priority is given to events conducted and sponsored by the library or the Town of Windsor. Windsor based non-profit, not-for-profit organizations with Windsor members may use the rooms free of charge”.

Motion: To accept the Windsor Public Library Meeting Room and Use of Public Space Policy as amended:

Made by: Carol Sama

Second: Fran Ward-Nelson

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

Staff Reports

The sadness that often accompanies the **end of summer** feels even more intense this year as library staff mourns the loss of our long-time matriarch, Mercedes Talmadge. Mercedes began **working part time at the main library** at an age when most people are considering retirement and continued working here for 25 hours each week the next **32 years**. Along with her unflinching hard work and dependability in the lending dept., Mercedes will always be remembered for

her **generous spirit**. She was often the first among us to contribute to a collection for anyone or anything. Bags filled with canned goods for **food drives**, socks for the Social Services “**sock-tober**” **collection** for those less fortunate, her delicious **homemade cookies** for bake sales to support the town’s **fuel bank** for people in town who were having trouble heating their homes. She spotted a **homeless man** sitting on our patio one morning and ran right out with a cup of **hot coffee** and the food she’d brought in for her own lunch that day. (She later hired that same man to do yardwork for her and helped him get enough clients until he was able to start his own landscaping business!) Even a couple walking their panting dog in front of the library one day was surprised when Mercedes suddenly appeared with a bowl of **cool water** to help quench their **pet’s thirst**. Her purse and her heart were always wide open for anyone in need. Mercedes passed on Aug. 23 at **age 98**.

We also received understandable but sad word this summer from **Andrea O’Shea**, our **Head of Reference and Technical Services**, that she will be **resigning** at the end of **September**. Andrea was hired nearly 12 years ago to become the Teen Librarian. She was later promoted and also met her future husband, Tim O’Shea when he worked here part time. Now, with a **long commute** each workday from Waterbury and **two little boys** age 2 and under, Andrea has decided to devote much of her time caring for them. Please feel free to join us on **Friday Sept. 23** between **4-6 PM** to wish Andrea a fond farewell.

New staff in the main library lending department remind us that not all good-byes are permanent, however. **Carolyn Whyte** and Karen Novakowski were hired to replace Rachel Koladis who left to pursue full time work after recently earning her Master’s degree in Library Science. **Carolyn** worked part time decades ago as a clerk, spent most of her adult life in banking and has returned to her hometown library after the bank eliminated her department. She shared with Gail Mannion, our lending services manager, that getting this job felt like coming home.

Programs at both libraries were a huge draw this summer. 266 children participated in the summer reading program. The theme was “Off the Beaten Path” and included all sorts of outdoor related programs such as **baby goats** on the town green, making **nature journals**, **outdoor photography**, **butterfly storytime** and **DIY Birdfeeders**. Many **Storytime** programs as well as the popular **Sing n Stomp** program were moved outdoors to the eagle green due to limited space in the meeting room. Adults enjoyed making **black & white doodle art**, **plastic animal art**, **printmaking**, learning about **bird migration** and dozens of opportunities to get help with **computers** and **other devices**.

The **outdoor garden** at the Wilson Branch and the **hydroponic garden** at the main library yielded lots of fresh vegetables for us to share with those in need. Branch manager, Gabbie Barnes, reported that the branch donated 35 pounds of

vegetables that included tomatoes, jalapeños and poblanos to the Windsor Food Bank.

The **Windsor Health Dept.** continued to administer drop-in **COVID vaccine clinics** at both libraries throughout July and August. A scheduled clinic on July 12 at the main library also happened to correspond with the **CDC's announcement that children under age 5** could receive the vaccine so we were unexpectedly inundated with parents and young children lined up in front on the library that day. Kidspace programmer, **Victoria Huertas**, jumped into action by going outside and engaging little ones (whose parents did not want to lose their places in line) with an array of interactive **songs** and **stories**. Children were then able to move into **Kidspace** to play during the **15 minute** required wait time after receiving their vaccines. Over 70 children received their first vaccine at the library that day.

The main library **Makerspace** has just replaced both the **3-D printer** and **Cricut** with newer models. The old **Cricut** will soon be added to the collection of "**Maker Kits**" available for patrons to check out and use at home.

Thanks to help from nearly a dozen **WLA volunteers**, the main library was able to **survey patrons** about their visit as they exited the building on three separate days at the end of August. **210 people** answered questions relating to the **ease of finding** what they came to the library for that day. Volunteers jotted down the answers and gave each of the participants a WLA pencil, book mark or sticker as a token of their appreciation for taking part in the survey.

On September 1 the library transitioned to a **new online calendar system** that invites patrons to make **reservations** for **events** or **meeting rooms**, **add events** to their own digital calendars, get automated program reminders and manage all of their **program registrations**. **Windsor Library Association** is underwriting the expense of this new software that we hope will allow **smoother** and more **independent use** of our program calendar.

We hope you will be able to join us on **Wed. Sept 14** at 5:30 as we welcome Windsor's own **Kid Governor, Makhi Etienne-Modesto** and his **Protecting our Pets** Platform. Six libraries throughout the state have been selected for a visit from Makhi and Windsor Public was, of course, chosen to be one of them.

We also look forward to an interesting **display** in our large meeting room during the month of **October**. Artist **Sarah Schneiderman** has created portraits from **non-recyclable materials** of people who have been the first in their "group" to **break racial, cultural and gender barriers** to be elected to or to hold local, state or federal government positions. A display by artist **Kat Owens**, using similar materials that featured endangered animal species was well received during July.

Michael Zager, President of WLA, shared this report:

Wilson Library Transfer

The WLA membership approved the transfer of the Wilson Memorial Library to the Town at its annual meeting on June 14. The Windsor Town Council also approved the transfer at its July 5th Town Council meeting. An article on the subject appeared in the July 8 edition of the Windsor Journal and may be seen at <https://www.wlact.org/press> All required legal documents have been filed by the WLA and by the Town, with the actual transfer expected in September or October. The WLA is considering ideas for a ceremony to mark the occasion.

New Members

Ten new members were voted in at the annual meeting and two members recently resigned due to other commitments. The current membership consists of 43 active members. For a complete list, please see

<https://www.wlact.org/who-we-are>

Library Survey

Eleven WLA members assisted with a library satisfaction survey during the week of August 22. The survey was brief, consisting of two questions asked of patrons on their way out of the building.

Fundraising

A fall fundraising envelope stuffing night is planned for Thursday, September 29, at the Wilson Branch.

Bylaws Revision

The bylaws change preventing family members from serving simultaneously on the executive committee was adopted at the annual meeting.

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: June 1, 2022,

Motion: To accept the minutes with grammatical corrections

Made by: Fran Ward-Nelson

Second: Mike Zager

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

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

Motion: To adjourn.

Made by: Cheryl Curtis

Second: Denise Panos

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

Meeting adjourned at: 7:55 PM

Respectfully submitted: LeighAnn Tyson