

**Approved  
Windsor Library Advisory Board  
Meeting Minutes  
June 1, 2023**

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

Meeting called to order at 7:04 PM by Cheryl Curtis.

Cheryl asked for a volunteer to take minutes for the meeting. Michael Zager agreed to be Secretary.

**Public Comment:** None.

**Resignations and Appointments:** None.

**Collection Development Policy:**

Gaye asked for the Board's approval to include "displays" in sections IV and V of the Collection Development Policy following language that referred to the selection of materials. This would entrust staff to not only select items to be added to the collection but also to then use those items in library displays.

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

Made by: Carol Sama

Second: Michael 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

LeighAnn Tyson also recommended that the word "sex" in the second sentence in section IV of the Collection Development Policy be removed and replaced with "gender, sexual orientation".

**Motion:** To accept the Windsor Public Library Collection Development Policy with the additional amendment:

Made by: LeighAnn Tyson

Second: David Raney

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

### **Staff Reports:**

Thanks to the approval of our town budget referendum last month, we have a **new full time position** at the library. One of the two part time Directors of Special Programs in Kidspace will be replaced with a full time **Librarian. Victoria Huertas** will take on that role starting today. As a part-timer, Victoria's **pre-school programs** have been attracting over 50 little ones at each session so there's no telling what will happen now that she has twice as much time to focus on the early literacy and program needs of our expanding pre-school population. She will also be able to devote some time to **outreach**, with programs for youngsters at local daycare centers and at community events. Victoria is currently attending grad school part time and expects to receive her Master's Degree in Library Science in December.

The **Lending Dept.** recently hired **Anna King** as a part time clerk. Although she and fellow library clerk, **Carolyn Whyte** had never met, both worked for several years decades ago at the Wilson Branch. Nice having them back at the library again. **Kidspace** also hired a new library clerk, **Lola Sanders**, to work part time. Currently at the Wilson Branch, **Amber Christie** will also be helping out at the main library **reference desk** to offer tech help on evenings and weekends.

Other new additions to the main library include two attractive **chess board tables and benches** on the outside patio. Purchased and installed by Windsor resident and **Eagle Scout** candidate, **James Finlay**, the benches are intended to be used by anyone interested in playing chess. Library **staff** was very impressed with the **considerate** manner in which James and his crew of volunteers behaved during the two day long process of removing, cutting and reinstalling brick around the concrete pads they had formed to bolt the furniture to. **Denise Panos** reached out to me to inquire about **chess pieces** and hearing that we have none has offered to buy some. The **Windsor Library Association** has also expressed interest in providing some pieces. With limited weekend hours at the library in the summer, staff will be unavailable to lend pieces so the plan is to **leave the pieces with the tables** and hope that they don't walk away.

You may have noticed that the **main library lobby** has been **re-painted**. A fine example of innovative thinking, Lending Services Manager, **Gail Mannion** decided to **repurpose** several sheets of no longer needed COVID **Plexiglass** by attaching them to the bottom half of newly painted walls that are most susceptible to dings caused by book truck "traffic". Other upcoming building projects at the main library include **re-painting the exterior front** of the Mather House, **slab step replacement** of the historic portion of the **Mather House** and a new **furnace room steel door**.

**Eight** of the main library's **public computers** have recently been replaced. **Windows 11** will be installed on each of them to get ahead of Microsoft's decision to no longer support Windows 10. Ironic that the public will be using software that is more current than what the staff is using!

**Windsor library patrons** can now enjoy reading the **New York Times digitally** for **free** from a library PC or from the comfort of their own home using a Smartphone, Laptop or Tablet. **Remote access** can be found by clicking on the "**Research**" link from the library's website [www.windsorlibrary.com](http://www.windsorlibrary.com) and following simple instructions to activate a unique user code. Whether it's managing finances, tackling tough parenting problems or looking to make sense of the moment, people have depended on the reputable reporting of the New York Times **since 1851**.

Festivities at the **Wilson Branch** end of year **tutoring reception** on Fri. May 19th included a short **poetry workshop** led by **Antoinette Brim-Bell, Connecticut's Poet Laureate**. In operation since **1989**, the tutoring program pairs Windsor **students in grades 1-8** with adult **volunteers** one hour each week throughout the school year for **free help** in **reading, math** or **general homework**. Tutoring Coordinator, **Tricia Jeffery**, reports that there were **25 students** and **22 tutors** (including 4 Windsor High School students) who took part in the program this year. She also notes that many of the tutors attended school events, such as basketball games, to show further support for their students and the activities they participated in. The reception acknowledging the hard work and service of both students and volunteers culminated in a **citation** presented to the program from **State Representative, Jane Garibay**.

The **Summer Reading Program** this year runs from **June 24 to August 19** and includes **reading, prizes** and lots of fun **programs** for children of all ages. Goats were such a huge success at last year's kick-off that staff have chosen to feature **llamas** on the green this year. Other programs include a **Pirates and Princesses picnic, Harry Potter Owl visit** and **Waffle Day storytime** at the main library. **Paint Outside the Lines, Lego Creations** and **Spirit of Aloha Hawaiian Adventures** are some of the programs that will be held at the branch. Children who read can enter their name into a weekly drawing and be eligible to win prizes that include **Yard Goats tickets, \$100 Amazon gift card** and a **Nintendo Switch Lite**. Most of the programs are made possible through generous donations from the **Windsor Library Association**.

Both full and part time staff at every town department location will soon be receiving **Active Shooter Training** to help us become better prepared if we were ever faced with that emergency. We can add active shooter to other trainings we've received such as **CPR, fire** and **bomb threat** that we will hopefully never have to use.

With the passing of **Kevin Washington**, the Library Advisory Board is now left with a **vacancy**. I reached out to Helene Albert in the Town Manager's office to inquire about it and she told me that no one has been appointed yet as they have not received any **applications** for the position. Anyone interested in serving on the board should fill out an application on the website <https://townofwindsorct.com/sf/commissions/apply>.

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

Michael Zager reported that WLA's winter meeting featured guest Kate Byroade, Library Director the Craigin Memorial Library of Colchester, who provided an overview of the censorship attempt at that library. In addition to Kate, the panel included Gaye Rizzo, Cheryl Curtis, and Mark Reeves. A key lesson from the discussion is the importance of having a process in place to review materials in the event that objections are raised by residents or town government officials.

### **Annual Meeting Planned for June 20**

The addition of an Investment Policy and revisions to the Bylaws are proposed. One of the revisions includes the addition of a third member at large to the Executive Committee. Another is the creation of a Fundraising Committee to carry out fundraising tasks and also to develop new fundraising and marketing ideas. Both changes are aimed at building experience within the WLA.

### **Fundraising**

As of the latest treasurer's report, we are just shy, ~\$800, of our fundraising goal for the year but spring appeal donations are still arriving. We will likely meet our \$20K goal, but maybe not by a great margin. Above excludes donations of about \$3700 made in memory of Marian Sorbo.

### **Minutes of the Previous Meeting:**

**Motion:** To accept the minutes

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 abstain Michael Zager Y LeighAnn Tyson abstain  
Betty Hellerman Y

**Set next tentative meeting date: September 5, 2023 at 7PM (Meeting Room #1)**

**Motion:** To adjourn

Made by: Carol Sama

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

**Meeting adjourned at:** 8:05 PM

**Respectfully submitted:** Michael Zager