

**Draft of
Windsor Library Advisory Board
Meeting Minutes
Sept. 5, 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 7:03 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.

Meeting Room Policy:

While Gaye did not recommend making any changes to the policy she informed the Board that, going forward, the library will be limiting outside group use of the meeting room to 25 people due to limited parking as well as the library's inability to provide wireless access to no more than 30 users at one time. This change is precipitated by the growing number of requests from businesses to use the library's meeting space to train large groups of their employees or to others interested in offering presentations aimed at attracting new clients. After some discussion, the Board agreed that limiting the size of outside group use is more of a procedural rather than a policy change and no amendments were made to the policy.

Staff Reports:

In addition to all of the normal busyness at this time of year associated with **summer reading activities**, more **programs** for all ages, **vacationing visitors** and people seeking **respite from the heat**, we began serving an unprecedented number of **Bloomfield patrons** when both of their libraries closed on **June 30**. We checked out **2,000 more items** this July than we did last July, welcomed **3,000 more people** through our doors and nearly **doubled public computer use**. Voters in Bloomfield approved funding to reconstruct both their Prosser main library and their McMahon branch but with **cost overages of nearly \$10 million**, their Town Council decided to earmark most of those approved funds to the **main library** rather than go back to referendum and ask taxpayers for the additional money needed to complete both projects. The library is temporarily headquartered in the **Atrium on the Cigna campus** in Bloomfield where patrons

wishing to visit now have to **call for an attendant** to come down and let them in. **Insurance employees** dressed in suits walk through revolving doors alongside residents who simply want to come in to check out a book. With this **inconvenience** combined with **limited hours** and **services**, we expect to be the library of **choice for Bloomfield patrons** for up to **two years** while their library is being rebuilt.

We also served a large number of **South Windsor** patrons this summer while they went through some staffing changes that impacted their ability to deliver quality **programs and services**. **Kevin Sullivan**, our former **Wilson Branch Library Manager**, was chosen to become their **new Director**. I have no doubt that Kevin will soon fill some key full time vacancies, add services and reclaim the patronage in that town.

Program attendance this summer was outstanding. There were **1251 participants** in **summer reading programs** alone and patrons had to be put on waiting lists for several of the adult programs. Over **300 museum passes** were used by Windsor residents this summer. **Funding for library programs** and the passes comes to us thanks to the generosity of the **Windsor Library Association**.

With summer nearly behind us we look forward to a new year of **tutoring** at the branch.

The program will kick off with an **open house** on Monday **Sept. 18** from **4-7PM**. Parents, caregivers, and volunteer tutors are invited to stop by to meet and ask questions about the program with tutoring coordinator, **Tricia Jeffery**; tour the Wilson Branch; sign up for a library card; and enjoy light refreshments. Students in this year's program will be rewarded for their hard work and academic progress with a special field trip to the **State Legislative Office Building** hosted by **State Representative, Jane Garibay**. Also new to the program this year and in partnership with the **Windsor Public Schools**, volunteer tutors will have access to **training** from professional literacy **coaches**. Applications are currently being accepted at the **Wilson Branch** for students and tutors interested in participating in the program which **begins** on Monday, **Oct 2**.

The main library will, once again, be taking part in **Nightmare on Broad St.** by handing out treats to hundreds of little ghost and goblins on Halloween night. We welcome any wrapped candy or other treats that you are willing to donate. Simply drop your goodies off at the front desk during regular library hours between **now and Oct. 31**. Also, if you are interested in joining staff to **give out treats** between 5:30 and 7:30PM on **Halloween night**, please let me know.

In advance of Halloween, the main library is hosting a first-ever **Community Costume Swap** on Mon. **Sept. 11** between **6:30 and 8:30PM**. Everyone is invited to bring in **Halloween costumes in good condition** that are no longer being used and swap them for a different costume that someone else has

donated. It's a great way to **save money** and **promote sustainability**. Costumes can be dropped off between **now and Sept. 10**

Also in October, the library will be taking part in the annual **Citizen's Academy** that invites Windsor residents to spend one evening each week for 8 weeks visiting **town buildings** to learn more about how the various **departments** operate. **Economic and Community Development, Building, Safety and Planning** will join **Library Services at the main library** on Tue **Oct. 17** for our portion of the academy. Folks seem to enjoy my "**bowels of the library**" tour which invites everyone to visit each of the **non-public** spaces in the library. Citizen's Academy coordinator, Enita Jubrey, reports that there are already **30 people** signed up to attend.

Staffing remained fairly static during the past quarter with the exception of **Victoria Huertas**, who moved from part to full time in mid-June and part time Kidspace Clerk, **Meg Tomasetti**, who left us last week to become a full time **Children's Librarian** at the **Wilton Public Library**. Meg began working here three years ago as a part time clerk with no career goals in mind. Since that time she decided to go back to school and recently earned her **Master's** degree in **Library Science**. Windsor High School senior, **Sophia Wilson**, will be interning with reference librarian **Cailey Klasson** for the upcoming school year. Sophia is **creative** and looks forward to expanding hand-on programs in the main library **Makerspace**.

The **State Library** will be re-instating an **annual \$1,200 incentive grant** to all principal public libraries in CT with additional statutory requirements. In addition to requiring that Library Directors complete an **Annual statistical report** (including data on size of collection, circulation of materials, policies, resources, programs, salaries, benefits, receipts and expenditures), participate in the **Connecticard** reciprocal sharing program and allow **free and equal access** to library materials, we now **must "maintain and adhere to collection development, collection management and collection reconsideration policies that have been approved by the governing body of such library. Such collection reconsideration policy shall offer residents a clear process to request reconsideration of library materials. In the instance of a book challenge, these policies shall govern"**. I'm pleased to say that we **meet all of these requirements**. Several of my colleagues in other towns anticipate losing the incentive grant as they do not currently have an approved **Collection Development Policy**. I'm thankful for your support in ratifying a policy, your help in keeping it **updated** and also for **responding** to each **reconsideration of materials request** that has come before you. We expect to receive the **incentive grant** along with the **Connecticard grant** from the State Library. Last year we received \$7,861 in Connecticard funds and expect to receive more next year with the increase of **Bloomfield patrons** using our libraries. That grant amount is **calculated by comparing** the number of **out-of town residents** using our libraries with the number of **Windsor residents using other town's libraries**.

Windsor Library Association Update:

Winter Meeting Follow-Up

Attempts to restrict reading material and intimidate librarians continue.

<https://www.yahoo.com/news/judge-blocks-arkansas-law-allowing-212357491.html>

<https://www.nbcnews.com/news/us-news/american-library-association-president-marxist-lesbian-rcna98254>

Annual Meeting Held on June 20

Three members at large were added to the Executive Committee – Darleen Klase, Jen Dumont, and Ron Paolillo. Steve Colgate and Stephanie Stone left the EC. One new member, Jennifer Osowiecki, joined the Association.

At the last Library advisory Board meeting I reported that we were just shy of meeting our fundraising goal. I'm happy to report that we met our goal and even exceeded it a little. We raised over \$25,000, though approximately \$3700 of this were donations in honor of Marian Sorbo which went into a restricted fund.

Work Night Planned for September 27

We will decide at this Thursday's Executive Committee meeting which mailing list to purchase in an effort to grow the donor base.

Minutes of the Previous Meeting:

Motion: To accept the minutes with two grammatical/typo corrections.

Made by: LeighAnn Tyson

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

Set next tentative meeting date: December 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: 7:48 PM

Respectfully submitted: Caren Barry