

**Approved  
Windsor Library Advisory Board  
Meeting Minutes  
March 5, 2024**

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

Meeting called to order at 7:00 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:** David Raney announced that he will be resigning on April 1 as he will be moving out of Windsor. David expressed his regrets at having to step down and thanks to the Board members as he has enjoyed serving with them. Cheryl Curtis and other Board members shared their regrets upon hearing the news of David's pending resignation and thanked him for his many years of service on the Board and to the library.

**Meeting Room Policy:** Gaye asked for the Board's approval to include a sentence in the policy that reads "Solicitation, advertising, promotion, vending or product sampling is not allowed on library property as it might interfere with the use of the library by library patrons". She also recommended that fundraising activities "may" rather than "will" be permitted at the discretion of the Library Director and the Library Advisory Board and that those activities "will be restricted to designated areas of the building where they will not interfere with the daily conduct of library business". Finally, she suggested that meeting room directives be grouped together at the beginning of the policy followed by requirements relating to library public space.

**Motion:** To accept the Policy on Meeting Room and Public Space as amended:

Made by: Fran Ward-Nelson

Second: Michael Zager

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

**Staff Reports:**

I'm pleased to announce that **Cailey Klasson** started yesterday as the new **Wilson Branch Library Manager**. Cailey joined the main library staff in 2022 as

a **Reference Librarian** with 10 years of experience as Youth Librarian at the Gulfport Public Library in downtown Gulfport, Florida. In addition to providing quality programs and services at the branch, Cailey looks forward to collaborating with town staff on initiatives that help **strengthen community in Wilson**.

We are currently in the process of recruiting a **new librarian** to fill Cailey's position at the main library. **Teens** are the last age group to finally make their way back to the library since the pandemic and we need someone on staff with **experience working with them, purchasing materials** for them and offering **programs** and other activities that appeal to them. We're also looking for a candidate with interest and/or experience with **Makerspace** equipment and programming as that area and hands-on crafts is growing in popularity. We plan to conduct first round interviews on March 13.

We had **1342 attendees** at library **programs** during December and January. One of the most popular of those programs was **Book Babies**. Hosted by librarian and early educator, **Victoria Huertas**, the program features **tummy time, songs, stories** and **finger play** to help teach parents and caregivers fun ways to **introduce literacy** to their little ones **under the age of two**. Most of the dozens of children who attend with their adults on Friday mornings arrive in strollers while others have graduated to walking and come ready to dance and sing along with "Miss Victoria". An additional **benefit** of Book Babies is the **lasting friendships** that develop between the children and adults who spend time with one another each week appreciating the importance of reading.

**Knitting group** was a new program introduced this winter that continues to grow in popularity. Knitters of all ages began gathering on Thursday mornings at 10:30 in the main library Makerspace to stitch hats and scarves **for those in need**. Completed items were placed in a basket on the table at the bottom of the Makerspace stairway and available for free, no questions asked. More than a **dozen knitted items** have already been "**adopted**" by residents who are themselves or have family members in need. **Yarn** was purchased with a **generous donation** from a library user. What a pleasure it was to watch experienced knitters teaching others to learn their craft. Our youngest knitter was only **7 years old** and has become quite proficient, thanks to the patient guidance of others.

Patrons of all ages have become very interested in **crafting** lately and **Makerspace** programs are always very **well attended**.

**Book clubs** have really taken off since the end of the pandemic and the library supports **15 private books clubs** in town. Once Reference Librarian, **Danielle Tapper** is notified of the title each book club is currently interested in reading she **pulls copies from Windsor's collection**, requests more from **libraries in surrounding towns** and then makes them available at the lending desk for each

club member to check out. It's not uncommon to see as many as **150 books** lined up on the lending desk counter labeled for groups like "**Ballymeade**", "**Stockbridge**", "**Windsor Climate Action**", "**Celtic Gals**" or "**Walden Woods**". If members have difficulty reading regular print or prefer hearing rather than reading their book, Danielle will find copies of the titles in **large print** or on **audio**. The library also has **34 book club "kits"** to lend. Each **tote bag** contains **10 copies** of the **same popular title**, along with **questions** to guide **group discussion**.

Having book club selections ready and waiting for patrons to borrow rather than buy is a service growing in popularity that not only saves Windsor citizens time and money but also **promotes literacy** and **community** which are at the heart of the library's mission.

At our last meeting I noted our good fortune in receiving a \$1,250 donation (with **matching funds from Microsoft**) from the granddaughter of one of our former volunteers, **Anne Lasser**. The funds were used to furnish the small Kidspace program room with **child size tables** and **chairs** and many craft activities are now being held in that bright and cheerful space. Kudos to Children's Librarian, Alex Remy, for decorating the room and selecting sturdy yet attractive furniture which the kids are clearly enjoying.



IRS **VITA volunteers** are, once again, offering **free tax assistance** to those who meet income eligibility on Monday evenings at the main library and on select Saturdays at the Wilson Branch.

Staff has been receiving **DEIB (Diversity Equity Inclusion Belonging) training** from NCCJ (National Conference for Community and Justice). The training has been excellent and focuses on topics such as **micro aggressions in the workplace** and the impact people experience in the workplace based on **how they identify** themselves.

Staff has also been on various committees within our **Library Connection** consortium to help select a **new ILS**. The ILS is the system we use for **circulating** and **cataloging** materials as well as for our **online staff** (Sierra) and **public access** (Encore) catalogs. Not only is our **contract expiring** with our current vendor (Innovative Interfaces) but they will **no longer support Encore** after 2025. Lots to research and decide upon as our ILS is the most expensive contract in our library budget. In Windsor we currently pay about **\$44,000** each year for our ILS contract for services at the main library and the branch.

We continue to **serve a large number of patrons from Bloomfield** as they are in temporary quarters on the CIGNA campus with hours that have been further limited due to insufficient staff. Their main library is not scheduled to reopen until October 2025. The only real negative impact this has had on our operations in Windsor is **complaints** from their patrons when they have to pay **fines** when they return our items late. As an example one Bloomfield resident was upset when Lending Manager, **Gail Mannion, wouldn't forgive her fines** and threatened to reach out to the **Town Council to complain**. She borrowed more than 20 books from us, kept them for **5 months** and now owes **\$216.99**. She said she was **too busy to bring them back** until now. Gail mentioned the **"almost overdue" message** that is **emailed** to patrons on the **day before items are due** and she said that the emails go to **her husband** and he never told her about them. Since **Bloomfield doesn't charge fines** she thinks we shouldn't either. Sadly, this is **typical of other complaints about fines** that our lending department has had to deal with from patrons from other towns.

The **Library Services FY 25 proposed budget** is **\$1,991,200** which reflects an increase of **\$72,990** or **3.8%** to the **General Fund** due primarily due to **Personnel** as well as **Energy and Utility costs**. Each of our town departmental budgets require approval from the **Town Manager** and **Town Council** before going to **referendum** in early **May**.

## **Windsor Library Association Update:**

Mike Zager reported that the WLA held its Winter Meeting on February 28. The main topic was a presentation about current trends in library architecture. Library structures have evolved over the past few decades to meet the changing needs and expectations of residents. These include the addition of digital and streaming services, maker spaces, libraries of things, community centers, video and audio workshops, larger/accessible bathrooms, automated check-out, workshops and educational programs of all sorts.

Ron Paolillo, a member of the WLA Executive Committee, and Ken Best gave a presentation on this topic. Both are architects with Drummy Rosane Anderson (DRA), with Ken being the lead architect during the Windsor Library renovation in 2006.

Following was a brief discussion about the WLA and its role in meeting changing needs in coming years.

## **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 abstain  
Caren Barry Y David Raney Y LeighAnn Tyson Y Betty Hellerman Y  
Kaitlin Walsh Y, Michael Zager Y

## **Set next tentative meeting date: June 4, 2024 at 7PM (Meeting Room #1)**

**Motion:** To adjourn

Made by: Caren Barry

Second: Denise Panos

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

**Meeting adjourned at: 8:06**

**Respectfully submitted:** LeighAnn Tyson