

FINAL
Prosser Public Library
Library Board of Directors Meeting
September 13, 2016

Attendance: Roberta LaMonaca (*Library Director*), Shirley Thompson (*Chairperson*), Beverlee Merritt (*Secretary/Treasurer*), Martha Brackeen-Harris , Harvey Frydman , Joan Geetter, Paula Walek, Penny Pearson (*Friends of the Library Representative*)

Absent: None.

Quorum present? Yes, 6 of 6

Shirley Thompson called the meeting to order at 5:00 p.m.

MOTION to accept the minutes of the June 14, 2016 meeting; seconded and approved.

Public Statements – There were no public statements.

Report from the Friends of the Library

New Brochure – The Friends have mailed out their new brochure. P. Pearson handed it out to the board. The fall book sale is set for the last week of October, so Penny urged the board to bring their books in. B. Merritt asked how the town-wide mailing list for the brochure was compiled, because the brochure she received was addressed to a family member who no longer lives at the house. P. Pearson experienced the same problem. The Friends use a commercially available list provided by the printer. Penny will track similar issues and bring them to the printer's attention.

Chairperson's Report – The chairperson did not have anything to report.

Director's Report

Summer Reading – The library board watched a video on the web that featured photos and footage of this summer's children's programs. The video was created by Nicole Dolat. J. Geetter suggested using the video as marketing tool within the community. R. LaMonaca reported that 300 children and teens, and 184 adults, participated in this year's summer reading program.

Library Building Project – In response to the town council not allowing the library building project to go to referendum, the library staff had brainstorming session aimed at finding ways to expand and improve services within the constraints of the present building. Suggestions included roaming services, pop-up library, parking lot improvements, and Sunday programming. These types of meetings will be ongoing.

McMahon Wintonbury News – The carpet and bathrooms were updated at McMahon Wintonbury during the summer. Faith McMahon's family donated a chair to the McMahon Wintonbury Library that Faith had received as a gift from the town.

Emergency Action Plan – As part of the town's emergency action plan, Ben Whitakker gave a presentation to library staff who were assigned as zone leaders. These staff members have an emergency kit and instructions for what to do in case of an emergency.

DeliverIt System – The state-run service that moves materials between libraries throughout the state is now known as DeliverIt (formerly Connecticar). The service has had many problems keeping up with the volume of materials, which has led to a limit of 5 holds per person. The limits and service delays have

adversely affected circulation at libraries throughout the state. A task force has been formed to try to resolve the issues with the system, because public libraries must not go backwards in terms of the services offered.

Conversation on Race – In response to recent events in headlines, the library co-sponsored another conversation on race. The library partnered with social services and the police department on the event, which was held on August 9th at the human services center. The event was well-attended. Citizens seem to want an ongoing platform for these types of discussions, so there is talk of reviving a community relations taskforce.

National Library Card Sign-Up Month – September is National Library Card Sign-up Month. The library is using an analytics product to target households where there are no library card holders. A postcard is being sent to 500 homes promoting library services and encouraging people to sign-up for a card. On September 12th, Mayor Gamble proclaimed September as Library Card Sign-up Month in Bloomfield.

One Book, One Bloomfield – The year's One Book selection is *The Other Wes Moore*, by Wes Moore. Events connected to the book will run through October, and displays promoting the book will be featured at Wintonbury Mall and town hall. The final event focuses on mentoring and support, which the book considers the primary difference-makers in many lives.

Technology Plan – Chris Siloac recently drafted a technology plan for the library, with input from R LaMonaca and Allison Wilkos. The plan will act as a guiding document as the library moves forward with new technology-based services.

ACLB Conference – The annual conference for the Association of Connecticut Library Boards will be held on November 4th. R. LaMonaca handed out the registration sheet, which includes the conference schedule. The deadline for registration is October 31st. The board members who have attended the conference in the past have always found it valuable.

Library Budget – P. Walek asked R. LaMonaca if the library tends to end the year in the black. R. LaMonaca stated that the library usually has some funds left over, mostly in the part-time personnel budget. The part time budget needs some cushion in order to cover unforeseen staffing issues. Roberta monitors the budget and makes sure to spend down funds for materials and technology. Any remaining funds are returned to the general fund, or used to help cover any short falls that occurred during the year.

Old Business – There was no old business to discuss.

New Business

Next Steps – With the library building project currently on hold, the board engaged in a general discussion about its role going forward. There was a general consensus that the results of the November election will help to clarify the next steps to be taken.

MOTION to adjourn meeting at 5:46 PM; seconded and approved.

Respectfully submitted,

Christopher Siloac,
Technology & Administrative Coordinator