

**FINAL**  
Prosser Public Library  
Library Board of Directors  
January 9, 2018

**Attendance:** Roberta LaMonaca (*Library Director*), Joan Geetter (Chairperson), Beverlee Merritt (Vice-Chairperson), Martha Brackeen-Harris (Secretary/Treasurer), Ava Biffer, Ann Leavitt (confirmation pending), Penny Pearson (*Friends of the Library Representative*)

**Absent:** Harvey Frydman

Quorum present? Yes, 4 of 6

J. Geetter called the meeting to order at 5:06 p.m.

*Roll Call* – J. Geetter noted the absence of H. Frydman.

*Report from the Friends of the Library*

**Friends' Meeting** – With the December meeting of the Friends being cancelled due to a snow storm, P. Pearson had nothing new to report.

*Chairperson's Report* – There was no chairperson's report.

*Director's Report*

**Fiber at McMahon Wintonbury** – The fiber internet line was installed at McMahon Wintonbury in December. In the weeks ahead, Chris Siloac and Scott Sharlow will work with CEN on installing and configuring the necessary equipment to move the branch's network to the fiber connection.

**Hotspots** – The library has had success circulating its three hotspot devices, which provide mobile internet access to patrons. Due to the size of the hold list, the library has reduced the hold pickup time to three days.

**Pop-Up Library** – A pop-up library will be held at a local laundromat on Saturday, February 10th, from 10 to noon. In addition to bringing some materials to checkout, as well as providing access to library card sign-up and online services, the library will provide bookmarks and colored pencils.

**Author Luncheon** – The library is still finalizing details of the author luncheon, featuring Martha Hall Kelly, that will be held at Wintonbury Hills Golf Club during Celebrate Bloomfield. The library is considering \$29 tickets for a buffet lunch. Flyer's will go out in February, once details are finalized.

**Coalition to End Homelessness** – The CT Coalition to End Homelessness is conducting a survey of 13-24 year-olds, in order to compile data on unstable housing. Library staff, with the use of iPads, will assist with this survey by asking patrons if they'll participate.

**Adult Winter Reading** – From mid-January to mid-February, the library is running an adult winter reading program. A display advertising the event will be installed in the showcase at town hall.

**Library Value Receipts** – Following up on an advocacy idea seen elsewhere, the library asked LCI if it's possible to add a line to checkout receipts that shows the total amount that the patron saved by using the library. At the moment, the Sierra ILS does not allow for this feature. LCI has formally requested the feature, but there is no timeline for when this might happen.

**2018-19 Budget** – The board reviewed a spreadsheet with the proposed library budget for 2018-19. Monday hours for McMahon Wintonbury and new furniture for Prosser have been added back in for the upcoming year.

**Demographic Data** – Bloomfield demographic data reports from CERC and the U.S. Census Bureau were handed out to the board. J. Geetter asked the board to review the data, with the aim of discussing it at the next meeting.

**Library Survey** – To better gauge what library users want, the library is asking patrons to fill out a survey to start the new year. The survey is available on the standing kiosks at both libraries.

*Old Business* – There was no old business to discuss.

*New Business*

**Building Data** – J. Geetter spoke about the importance of trying to get data on costs associated with the Prosser building. The board agreed that a meeting with Phil Schenck would be a good way to explore this issue. J. Geetter will look to schedule a meeting.

**Developing Goals** – The board discussed possible goals for the coming term, as well as action steps to achieve those goals. Among the ideas discussed: tours of an updated library building for town council members; a video to help promote the library; outreach to the schools; and looking at ways to build a core of library supporters.

**Renewal of Certificate of Deposit** – The board reviewed a spreadsheet showing the Prosser funds held at Windsor Federal and Farmington Bank, including a CD up for renewal at Windsor Federal. **MOTION to renew certificate of deposit at Windsor Federal for 1%**; seconded and passed.

**MOTION to accept the minutes of the November 14, 2017 meeting**; seconded and approved.

**MOTION to adjourn the meeting at 6:33 PM**; seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Technology & Administrative Coordinator