

## Willimantic Public Library Board Minutes

Date: December 28, 2010

Attendance: Judd Ayer, Chairman, Jean Jakoboski, Ted Perch, Neil Mesick, Olga Kurnyk-Izis, Gail Zeiba

Absent: Dennis Cronin

The meeting was called to order at 7:15 p.m.

### *Report of the Director*

1. Julia and Gail attended a CIRMA workshop on workplace safety. Ted will do a walk around the library with them to identify possible hazards to be rectified or put on a list of hazards. Tom Pesce, the Town Risk Manager will be part of this effort.
2. The budget process is beginning and a draft is in place with a decrease of 11.79%. The biggest decrease is in outside contractors.
3. The new Universal Class is up and running enabling patrons to log on to 500 adult education classes using their patron barcode.
4. Downloadable books will be available in March, this will include access to downloads for ebooks.
5. The Board Policy Manual is now revised and Board members need to review, make additions and/or corrections to it for the next meeting in January. This will be put on the library website.

### *Report of the Children's Librarian*

1. In-house programs: there have been four storytimes, one class visit, one multi-age program, two young adult workshops and hosting of a local author, speaking about his book and the writing process for all ages.
2. Professional activity:
  - a) as a result of the CIRMA Accident Investigation training attended on November 30<sup>th</sup>, all staff in the Children's Department were informed about and provided with CIRMA Reporting forms. In addition, staff is conducting a thorough walk-through the Children's area of the library to identify potential safety hazards or accident sites. A full report will be submitted to the Director upon completion.
  - b) On December 16<sup>th</sup>, Gail met with Windham Public Schools' Director of Curriculum, Lee Ann Packer and all Reading Specialists to develop an action plan to build a collaborative summer reading program. Many good ideas were

contributed and they will continue to develop a plan that will improve and enhance participation between home, school and library.

- c) Gail is participating in the design of the library's new website by attending meetings, reviewing and selecting photographs to submit to the website developers, and making contributions to the overall site content.
  - d) Gail organized and hosted a technology demonstration for children's librarians and early childhood educators. Thirteen professionals attended and as a result, CLC (CT Library Consortium) organized a second demonstration and was able to work out a 24% discount on AWE (Advanced Workstations in Education) terminals.
3. Library Volunteers: Two Windham High School seniors are fulfilling their community service requirements in the Children's Department of the library. Gail supervises, trains and provides them with meaningful work.

#### *Report of the Adult Services Librarian*

1. Material is being standardized in the library system for a migration date of May 2011.
2. Video cassettes are being removed from circulation.
3. The Adult Services Librarian continues to participate in development of a new website.

#### *Old Business*

There continues to be a need to replace the outdated phone system. When the building is closed, patrons cannot hear the hours that the library is open. Some of the eight computers are now 10 years old and need replacement. Other needs: replace carpeting upstairs, security system.

#### *Friends of the Library*

Laurel Freeman is now President of the Friends of the Willimantic Library. Due to the generosity of a patron, the Friends will soon have a post office box, an application is in the works. Friends have been getting great media coverage in The Reminder by Melanie Savage. Melanie has been attending this book discussion series on Abled, Disabled and Enabled with Dr. Lynn Z. Bloom. January starts a new series. In February, the Friends will add a second discussion: Third Thursday Book Club at 12:30 p.m.

The November program with the Quiet Corner Fiddlers was a big hit, the biggest turnout yet of close to 50 people. The Neighbors paper put in a great article on it prepared by Shirley Mustard and Jean Jakoboski. Shirley also promotes programming in The Chronicle and on scrolling cable and WILLI radio. The next planned program is Thursday, January 20<sup>th</sup>, on bears.

The Friends continue to bring in money from the on-going book sale in the library. A checking account should be in place by the end of January. Plans are in the works for a fund raising table on Third Thursdays beginning in May.

*New Business*

Judd, Neil Beets, Ted, the assistant Mansfield Town Manager and three UConn students introducing a class project will be meeting on January 11<sup>th</sup> to discuss details and goals of the project. The Board and Friends will be notified about Town meetings regarding the Budget.

The meeting adjourned at 8:15 p.m.

Submitted by Jean Jakoboski, 12/29/10.