

## Willimantic Public Library Board Minutes

Date: June 28, 2011

Attendance: Chairman Judd Ayers, Jean Jakoboski, Elsie Jenkins, Barbara Lacey, Ted Perch, and Laura Lambert, Secretary.

Absent: Olga Kurnyk-Ezis and Dennis Crontin

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

### Director's Report/Adult Service's Report

1. Library Budget is currently frozen from Neil Beets due to budgetary problems in Hartford and negotiations with Governor Malloy for aid to cities and grants.
  - a.) Due to this budget freeze, purchasing security equipment is on hold.
2. The Library is a recipient of a Volunteerism grant from Walmart. Former employee, Peter Zizka now a manager at Walmart, and has donated his time to update historical documents (from our library) onto Threadcity.com. Award explanation on Director's report for June 2011.
3. Solar panels will be installed on the library roof at no cost to the library (see Director's report/June 2011).
4. Air Conditioning unit hasn't been working that well in the library. It was found to have a leak. Unit will be serviced in the fall when not in use.
5. Ted and Julia are currently looking over applications for a part-time Library Assistant.
6. In July, Ted will be contacting, Associated Electronic Systems to design a security system for the library. There is some concern about the budget and going through with this plan.
7. Ted will be busy this summer installing the new 21 computers, printers, and assorted equipment received from a grant from Praxair.

### Children's Librarian Report

1. Ted and Gail reported that there was a great turn out for the Summer Reading kick-off on June 23<sup>rd</sup>. All 3 Windham libraries participated as well as the Public School system. Each organization had a table display with games and give-aways. Appeared to be at least 125 community members in attendance.
2. Gail reported that security measures were being followed by the library staff. However, the door to the stairwell is being kept open even though it is suppose to be locked. Gail believed that it was a staff member who was doing this. She was going to check and rectify the situation.

\*At this point the original agenda order was changed but completed\*

## Old Business

1. Judd updated Board on meeting with the other Windham libraries (Guilford/Smith & Windham Center). He stated that it didn't work out for the June 14<sup>th</sup> date, and suggested scheduling another date in the Fall, late September, early October. He will get back to the Board about a date.
2. Voting was taken up at the end of the meeting.

## New Business

Jean and Judd introduced the topic of 'friendliness' in our library, and the concerns that the Adult Dept. is not perceived as friendly. Both commented about complaints from community members and how they were treated by the staff. There was much lively discussion from all board members concerning this topic. Ted commented that it is difficult to encourage staff to maintain a friendly environment with some of the clientele that the library has. Additionally, he discussed how all the library workers are town employees and unionized; which makes it difficult to complete evaluations that they don't agree with. Jean introduced *W.C.M.H. Policy on Standards of Behavior for Employees* and suggested making one up for the Library. Ted was in favor of this idea and suggested discussing it with Don Muirhead, who is currently the town's Personnel Director. Again there was much discussion on the topic. Judd volunteered to go to talk to Don about creating a behavior policy for the library. Elsie also volunteered to go with Judd when he meets with Don.

Judd also suggested writing a letter to library staff encouraging them to promote a positive environment (friendly) to help with the perception that the library has in the community. The Board recommended discussing this with Mr. Muirhead, as well. There was also discussion about obtaining library cards and the documentation needed to receive a library card. After many comments, it was decided that working on the by-laws and policies of the library would help this particular topic. It was then discussed to have the Board met during the summer months to work solely on the Policies, Regulations and By-Laws of the Willimantic Public Library. This was voted on by the Board and unanimously adopted. Meeting date was set for Tuesday, July 26, 2011.

## Friends of the Library

Jean gave a brief update on what the Friend's are currently working on. She also was looking for ideas to help with the Adult Dept. and hosting programs. The Board discussed several ideas from book discussions at the Senior Center to hosting guest authors. Barbara offered that her husband might host a book discussion if there was sufficient interest within the community.

Lastly, Judd was voted in to continue his role as Chairman of the Board and Laura was elected Secretary. Dennis Crontin declined (through Ted) the offer of Vice-Chairman. The board discussed an attendance policy for board meetings and implementing this when rewriting Board Policies. Meeting was adjourned at 9:10 p.m.