

North Haven Memorial Library
Board Meeting
January 17, 2008

Minutes

Attendance: The meeting was called to order by First Selectman Janet McCarty at 7:30 pm.

Present: Sarah Aziz, Lois Baldini, John Carlson, Patricia Dortenzio, Michael Fletcher, Raymond Fowler, John Graef, Phyllis Kaercher, Erin MacDonnell, Dorothy Mautte, Doreen Tomlan

Absent: None

2. First Selectman asked for nominations for Chairman, Vice Chairman, and Secretary. J. Carlson nominated P. Kaercher for Chairman. Seconded by E. MacDonnell. All in favor. P. Kaercher nominated J. Graef for Vice Chairman. Seconded by D. Mautte. All in favor. J. Graef nominated D. Mautte for Secretary. Seconded by D. Tomlan. All in favor.

3. M. Fletcher moved that the Minutes of the November 17th meeting be accepted. Seconded by D. Tomlan. All in favor.

4. J. Graef moved that the October Financial Statement be accepted. Seconded by E. MacDonnell. All in favor.

M. Fletcher moved that the November Financial Statement be accepted. Seconded by D. Tomlan. All in favor.

5. Old Business: None

6. Correspondence: A letter was sent by former Library Board member David Burke to L. Baldini, with copies to P. Dortenzio, and John Graef. The letter addressed library patron privacy and asked specific questions regarding library procedures. L. Baldini responded directly to Mr. Burke, and shared her answers to his inquiry with the Board. We no longer require paper sign-ins for internet use. A software program is now used to manage internet usage. Internet search history is not kept; sites searched are erased. Regarding library material circulation, the system maintains a record of the last person to checkout material. This allows staff to contact the patron if a problem is found with the material, such as a missing CD, or damage, which was not immediately spotted by the staff. The record is erased as soon as the material is checked out and returned by another patron. D. Mautte questioned the need for a privacy letter. L. Baldini said it may be considered. R. Fowler said that, upon checking with security sources, there is no presumption of privacy on public computers.

7. New Business: a): Director's Report: L. Baldini thanked J. Graef, on behalf of the Board and the library staff, for his years of service, and congratulated P. Kaercher on her election as Chairman and D. Mautte for her re-election as Secretary.

The Director presented an overview of Board responsibilities. The Board is composed of nine members: three Democrats, three Republicans and three unaffiliates. The Board is advisory in nature. It assists in writing policies, meets as needed in subcommittees to address specific issues, supports the Director, and supports and develops the budget. Financial Statements are distributed, as a courtesy to the Board indicating what has been spent from our operating lines. The Board cannot move money and does not become involved with personnel. If personnel matters are discussed the Board will go into Executive Session.

The Director also reviewed the endowments available to the library. The Walter Kraemer Memorial Fund was established by the Library Association. Funds are to be used to purchase historical fiction. The Roger Blood Endowment was a gift of Ida Caccese in memory of her son who was a former library employee. Funds are to be used to purchase books on travel, English literature, and history. Mrs. Caccese also created the Louis D. Mastroianni Endowment in memory of her brother. Funds are to be used to purchase children's books on nature, the environment, and gardening. The William E. Dickerman fund was a bequest from the estate of Grace Dickerman. Funds are to be used to purchase materials of an educational nature. Board approval is required in order for materials to be purchased. Items for consideration will be brought to the Board. The Carol White Endowment was created by Steve White in memory of his wife who was also a library employee. High quality non-fiction is to be purchased with the funds. The Stiles Endowment is to be used for reference books or books on permanent value. The Bradley Endowment is to be used for grounds and maintenance.

One of the priorities of the First Selectman is to have the library open on Saturday mornings in the summer. L. Baldini sent a memo to Ms. McCarty in December discussing the issue, and asked for a response as to how it could be managed. Currently there are 63 weeks of vacation which must be given to the staff. At this point we may need to consider cutting back on hours or children's programs which have just been restored. Many libraries have a separate budget for Sunday hours. This may be a possibility for the Saturday proposal. P. Kaercher liked the idea of a professional pool to draw from. E. MacDonnell asked about funding such a proposal. L. Baldini said this has yet to be discussed. R. Fowler supports the Saturday openings for those individuals who cannot get here during the week. D. Mautte questioned why is it that, if so many people want the library open on Saturdays, people don't come to the town meetings. She expressed concern that the staff is over-extended as it is.

7. New Business: a) Director's Report continued: The town budget for FY 08/09 is being overseen by Ed Gomeau, the Business Manager for the Board of Education. We've already been asked to make several adjustments to the initial submission. The workshop with the Board of Finance will be February 2nd at 8:30 am. Anyone may attend. However, traditionally, questions are directed only to the Director and the Board Chairman. We have asked for 25 replacement public computers in our capital request, and we were also told to include the roof to the request. Although a figure for the later was not included. Self-checkout machines, discussed at the November meeting, were not requested. L.Baldini wants to research other vendors. They were included in the five year plan. The new figure for the total budget is \$977,206. There is a possibility that another town may leave LEAP, our circulation consortium. If this happens the remaining members will not be able to absorb the cost, and we may need to consider joining another consortium. At the request of P.Kaercher, L. Baldini explained LEAP.

Children's Librarian P. LaTerza is planning a full complement of children's programs for the summer including Picnic and Performance on Monday evenings. The Friends provide the funds for the programs.

The Friends opened their book store "Best Friends" in November. Within twelve days, it paid for all start up costs (shelves and their installation). Book donations are accepted the first week of the month.

We are in preliminary talks with the Education Department for a town wide reading program next February. P. Kaercher said that the Friends are willing to back the program.

Bill Bennett has set up level 2 of the library as a wireless zone. A press release has been sent to the local papers.

L. Baldini distributed copies of the library's policies. These policies need to be reviewed for possible revision. Board members were asked to read through the policies for the next meeting.

P. Dortenzio explained a new, free service which will be implemented via the library's website. Library Elf is an email notification system which will alert users as to when their books are about to become overdue, are overdue, and when reserved materials are available for pick up. The system should help families with several library cards keep track of what's been borrowed. Library Elf does not replace the library's online catalog, and patrons may choose to use it or not, as they wish. As with all online services, they do so at their own risk.

7. New Business: a) Director's Report continued: L. Baldini urged Board members to call her with any concerns. She asked if there was any interest in rescheduling the March meeting as it falls on Holy Thursday. The consensus was to go forward with the meeting date. P. Kaercher will not be in attendance. The meeting will be chaired by Vice President J. Graef.

7. New Business: b) Other Business: J. Carlson mentioned considering solar panels for the roof as a way to minimize energy costs.

P. Kaercher thanked the Board for its support, and encouraged use of the bookstore.

8. J. Carlson moved that the meeting be adjourned at 8:38 pm. Seconded by J. Graef. All in favor.