

**DRAFT**  
Prosser Public Library  
Library Board of Directors Meeting  
October 11, 2011

**Attendance:** Nancy Kamins (*Chairperson*), Roberta LaMonaca (*Library Director*), Beatrice Llewellyn, Beverlee Merritt, Joan Politis, Penny Pearson (*Friends of the Library Representative*)

**Absent:** Howard Frydman, Paula Walek

Quorum present? Yes, 4 of 6

N. Kamins called the meeting to order at 4:30 p.m.

**MOTION to accept the minutes of the September 13, 2011 meeting;** seconded and approved.

*Chairperson's Report* – N. Kamins stated that she has been trying to talk up the library.

*Public Statements* – There were no public statements.

*Director's Report*

**Strategic Plan Progress** – The focus groups have been completed. 160 people attended the sessions, and over 300 people responded to the survey. Dick Waters, the consultant, said that these were very good numbers. Dick and Louie Chapman would like to commission a phone survey of non-library users that would also include referendum questions relating to the rest of the town. In response to board concerns about reaching people who have caller ID on their phones, R. LaMonaca said that the contract would stipulate 400 contacts.

Dick Waters will deliver a preliminary report to library staff on October 18<sup>th</sup>, and then give a final presentation to the public on Wednesday, November 2<sup>nd</sup> at 5:30 PM. After this session, the library will assemble a packet of information with talking points that attendees can use when interacting with the rest of community. Dick's presentation can be seen as the beginning of a campaign aimed at getting support for a new library. The library will host the event and provide food from the Harvest Café. Due to limited seating in the community room (75 seats), people who attended focus groups will be the first to receive invitations.

The board discussed other possible (larger) venues for the event, including First Congregational Church, Sacred Heart Church, and the Senior Center, but decided it was best to have the presentation at the library. It was suggested that R. LaMonaca speak to Howard Frydman about the possibility of broadcasting the event on BATV. **MOTION to use up to \$1000 in Prosser Funds to purchase food for the strategic planning consultant's final presentation;** seconded and approved.

**Site Evaluation Progress with Architects** – Using recommendations following previous plans, the architects recently developed another plan for the library. It includes book sale storage, parking, and an elevator on the ground floor; a main entrance at the corner of the driveway near Tunxis; and a plan for the children's department to be located on the 3<sup>rd</sup> floor. The main floor will extend back to the stream and a deck will overlook the water. The architects are now working on a plan for a new library located at the Town Hall site.

**Flood Update** – The Children's Department reopened on Monday, October 10<sup>th</sup>. R. LaMonaca expressed appreciation for the efforts of library staff and the Facilities Department. The department looks great. The timing of this flood helped highlight the problems with the current building/location. P. Pearson stated that the Friends are planning to send a letter of appreciation to library and facilities staff, and wondered if the board might do the same.

**Prosser Funds (Renewal of Certificate of Deposit)** – R. LaMonaca recently received a letter from Windsor Federal stating that a certificate of deposit will mature on October 19<sup>th</sup>. With the rates so low, R. LaMonaca recommended that they extend the certificate to 20 months. The board agreed with Roberta’s recommendation.

**Trustee Leadership Conference** – R. LaMonaca and B. Llewellyn will attend the one-day Trustee Leadership Conference in Hartford on Thursday, November 10<sup>th</sup>. B. Merritt and H. Frydman were not at the last meeting, so Roberta wanted to know if they were interested. Prosser Funds are being used to pay for the cost of attendance.

#### *Old Business*

**Kathleen Feeney Memorial** – In memory of Kathleen Feeney, the library recently installed a custom-made whirligig of a kayaker near the back door. Kathleen died a year ago today. In her honor, a group of library staff members gathered around the whirligig at 2:30 PM. The idea for the whirligig came from a young adult book by that name.

**Bloomfield Education Foundation** – BEF gave the library \$2,500 for computers to be used in the new teen space. The teen space will be officially unveiled on Monday, October 17<sup>th</sup>. The area will feature shelving from Borders, a rug, and new computers.

**New Signs for Libraries** – Thom Hooper sent an email to R. LaMonaca with price quotes for signs at both libraries. The freestanding signs are \$2,600, and the new wall lettering for Wintonbury is \$4,980. Thom is asking for \$2600 from the library to help pay for the signs, because the town doesn’t currently have the funds to pay for all the signs that need to be replaced. The board was under the impression that the library would not be asked to pay for new signs as result of the name change at the branch. R. LaMonaca shares the board’s concerns, but reminded them that the town has recently helped the library pay for sanitizing, clean-up, and moving services in response to the flood, and suggested that maybe a smaller amount could be considered. **MOTION to use Prosser Funds to pay \$1,300 of the \$2,600 needed for new signs**; seconded and passed.

#### *Report from the Friends of the Library*

**Fall Book Sale** – The Friends’ fall book sale will be held October 13-15. Beth Ellison has chaired the book sale for the past six years, and this will be her last one. The Friends’ are looking at sharing the job going forward.

**Outreach to New Members** – In an effort to recruit new members, members of the Friends accompanied library staff to the senior expo. The Friends will also ask representatives at library programs to speak about the Friends and bring brochures and information. R. LaMonaca will talk to Carol Lennig about including a reference to the Friends in her welcoming announcement preceding programs. P. Pearson asked the board to let the Friends know if there any events around town that they should attend, such as the recent Chili and Chowder Competition, which Penny had attended as a judge.

**MOTION to adjourn meeting at 5:15**; seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Senior Staff Assistant