

C. H. Booth Library Minutes
Regular Board of Trustees Meeting
July 8, 2014

Present: Martha Robilotti, Michelle Rosenthal, Bill McCarthy, Geraldine Carley, Tom D'Agostino, Bob Geckle, Laura Goldstein, Colleen Honan, Raymond Irrera, Ted Meehan, Walt Motyka, Mark Principi, Carolyn Signorelli, Julie Starkweather, Michael Talluto, John Trentacosta

Meeting called to order at 7:43 pm

Consideration of Minutes: *John Trentacosta moved to accept the minutes of the June 2014 regular meeting and the June 17, 2014 special meeting. The motion passed.*

Public Participation:

None

President's Announcements: Bob Geckle, President, received an update from the Gala Fashion Show Committee. The fundraiser will be held at the Rock Ridge Country Club on April 18, 2015. Board members are asked to make suggestions for models and volunteer to find sponsors and obtain raffle items. The Fashion Show committee members will attend the September meeting.

Bob gave out committee lists and asked for 4 choices in order of preference from each member. Members will be assigned to at least two committees.

Art and History committees to be rejoined.

Michelle Rosenthal reported that the Art committee needs additional members.

Committee Chairs explained for the benefit of the new board members the role of each committee and nature of its work.

Bob is planning the staff appreciation dinner for late August or September at his home.

Treasurer's Report: Bill McCarthy, Treasurer, presented the Statement of Income and Expense for the Director's Budget for the full fiscal year ending June 30, 2014.

Bob also reported that Library should be getting reimbursed for business interruption from the insurance company and expressed thanks to Meg Savarese for all her work on responding to numerous document requests from the insurance company.

Bill also provided a report on the funds provided by the Friends of the Library and complimented the library staff on its execution of the plan for expenditures of those funds.

Report of the Library Director: Brenda McKinley, Library Director asked for feedback and input from Board on ways to report the statistics and information in the report. She will be adding in statistics regarding library traffic which this past June was on average 450 people each day.

Walt Motyka expressed interested in statistics on teen traffic. Brenda responded that this may be difficult to capture but will speak with Youth Programs librarian about ways to document the level and nature of teen use. Bob would like the Director's report to demonstrate trends over time and provide the Board with feedback on what the information and trends mean as far as the Library's success and areas for improvement.

Brenda reported that given the changing trends in activity in the Library, i.e. greater use of laptops, we need to look at space planning, providing wireless printing, etc..

Friends Book sale on Saturday is all set.

Labor Day Parade Theme is "Write on Newtown." Library Staff have been asked to be Judges and are considering marching in the parade this year and putting an ad in the Parade Book.

Bill McCarthy moved to spend up to \$500.00 on an advertisement in the Parade Book. The motion passed.

The Library Staff will work on content of ad promoting Turkey Trot and Maker Space, thanking Friends, etc.

The need to repair the sign outside the Library commemorating Rochambeau's march was raised.

Bill McCarthy moved to authorize up to \$150 towards the repairs. The motion passed.

Policy and Personnel Committee to review Maker Space release forms.

Training on the 3d Printer has begun.

Brenda requested an updated list of Board members for the Library website; Secretary to provide.

Committee Reports:

Policies and Personnel: Bob reported that the two main initiatives going forward will be re-writing the by-laws and formulating a strategic plan. William Lavery, Emeritus has offered to consult on the by-law revisions.

Fund Raising: Ted Meehan provided the sample flyer for the Turkey Trot, which needs to be updated and to include information about online registration. Discussion was had concerning ensuring the sponsorship tiers and benefits coincide with the contribution amount.

Building, Grounds, and Interior: Tom D'Agostino reported that the grounds are in good shape. Bob complimented Tom for his impressive negotiations for low prices on much needed tree work.

Long Range Planning: Bob reiterated the goal of creating a strategic plan.

Friends of the Library Liaison: Julie Starkweather reported that the book sale set up is almost complete. The Friends can always use additional volunteers on opening day.

Art/ Historical Liaison: Michelle Rosenthal reported on artists for current exhibit and is working on the next show for the fall.

Nominating Committee:

Colleen Honan reported that Bill McCarthy and Michelle Rosenthal should have been appointed by Board of Selectman last night. New member, Anne Rothstein will start next month. There is still one vacancy on the Board.

Old Business: Michelle Rosenthal will send survey about the FOIA training to attendees.

New Business: Mike Talluto has volunteered his vintage vehicle to accompany the Library if we march in the Labor Day Parade.
Discussion of the Labor Day Parade to be included on the agenda for the August 12th meeting.

Mark Principi moved to adjourn. The motion passed.

Meeting adjourned at 9:02 p.m.

Respectfully submitted,
Carolyn Signorelli
Secretary
CH Booth Library Board of Trustees

DIRECTOR'S REPORT
Cyrenius H. Booth Library

June 10, 2014

Circulation Statistics:

The following compares circulation statistics from May 2013 and May 2014.

	<u>Adult</u>	<u>Young Adult</u>	<u>Juvenile</u>	<u>E-Books</u>	<u>E-Audiobooks</u>	<u>Total</u>
May 2014	7,198	1,008	7,034	616	423	16,279
May 2013	8,334	n/a	8,661	428	287	17,710

Acquisition Statistics:

The following compares acquisition statistics from May 2013 and May 2014.

	<u>Adult</u>	<u>Young Adult</u>	<u>Juvenile</u>	<u>Total</u>
May 2014	753	79	520	1,352*
May 2013	736	n/a	463	1,199

**note: the pace of replacement Juvenile music CDs and DVDs that were lost in the flood has greatly decreased. A small number of these were added in the month of May, these are not represented in Acquisition statistics as they are not new additions to the collection.*

Technical Services

- Flood recovery continues in the department. Brenda, Darlene, and Judy have been working on the backlog of cataloging due to the flooding while moving forward with ordering of new materials.
- Darlene continues working with Alana on the rebuilding of the Children's audiovisual collections (DVD and music CD) lost in the flood.
- Brenda, Darlene, and Judy are working on end of fiscal year ordering and processing.
-Brenda McKinley, Technical Services, Systems, and Circulation Librarian

Systems: Flood Recovery Updates

- Brenda met with Tony Vas, our lead technician from The Network Support Company, on May 5th to finalize the XP Retirement project. This project is to replace the remaining computers that are still running Windows XP (which was retired by Microsoft April 2014). This was the primary focus for Systems for the month. A final quote was received and approved and the work began near the middle of May. This work will be completed and invoiced in June prior to the end of the fiscal year.
- Brenda worked with Lucy Handley, Adult Programmer, on a Friends of the Library Vision Project submission for the upgrade of the presentation equipment used by outside groups in the library's Meeting Room and Board Room. Brenda met with the Vision Committee to answer questions regarding the submission. This was approved by the Friends and the equipment will be ordered.
-Brenda McKinley, Technical Services, Systems and Circulations Librarian

Cyrenius H. Booth Library Public Internet Computer Usage Statistics

Month	Number of Sessions (18 public internet computers)	Average # Users/Day (calculated using the number of days open for the month)	Average Session Length* (in minutes)
1-2013	1713	59	54
2-2013	1545	67	53
3-2013	1652	57	48
4-2013	1703	57	49
5-2013	2064	71	47
6-2013	1796	67	49
7-2013	1532	59	42
8-2013	1538	57	37
9-2013	1998	69	42
10-2013	1631	54	43
11-2013	1435	55	45
12-2013	1190	43	42
1-2014***	60	30	34
2-2014***	0	0	0
3-2014***	833	35	43
4-2014	1278	46	46
5-2014	1386	48	46

Sessions are limited to 60 minutes. Patrons are limited to 3 sessions per day.

***FLOOD closed library January 4, 2014, library did not reopen until March 8, 2014

Wireless System Usage: Because the library does not require individual users of the wireless system to login, the wireless usage tracking software is tracking bandwidth usage.

Month	Total Wireless Bandwidth Usage	Average Bandwidth Usage per day
10-2013*	82.98 GB	3.95 GB
11-2013	109.71 GB	4.22 GB
12-2013	n/a	n/a
1-2014***	n/a	n/a
2-2014***	n/a	n/a
3-2014***	111.77 GB	4.68 GB
4-2014	113.65 GB	4 GB
5-2014	148.43 GB	5 GB

*partial month, 10/11/13-10/31/13

Public Printing: For the 2014 calendar year-to-date, the public printed 6,880 pages, generating \$787.60. An additional 1613 pages were not printed saving \$112.70 in unwanted pages wasted. Please note library was closed from 01/04/14 through 03/08/14.

Submitted 06/05/2013, Brenda McKinley

Director's Report
May 2014

My thanks to the Board and Staff for their support in the past few weeks. The strengths of both have always been apparent to me. As you can see from the reports submitted, the Department Heads are extremely competent, capable and collaborate to provide us with a very strong library.

I am asking that we close July 5 to accommodate the following Bibliomation work:

IMPORTANT MESSAGE FOR ALL BIBLIOMATION LIBRARIES:

Beginning at 8:00 pm on Thursday, July 3, Bibliomation will be moving all its servers from the Safe Harbor data center in Springfield, MA to the Digital Back Office Data Center in Wilton, CT. All Internet and Evergreen Services will be down until 9:00 am Monday, July 7. Libraries' Local Area Networks will also not be functional. Email will continue to function from outside of libraries.

The move will provide a substantial reduction in annual rental and support expenses. The change also brings the servers considerably closer to Bibliomation which will reduce the time and expense of maintaining the servers.

We would close at 8 PM Thursday, July 3 and re-open Monday, July 7 at 9:30.

A reminder - We are hosting a memorial gathering for Jean Mann on Saturday, June 14 at 2 PM. The executrix, Sammy Greenspan, is handling all the details. We have reserved the Meeting Room and will display other porcelains by Jean Mann in one of our flat cases temporarily located near the Dragon Boat on the main floor.

Beryl Harrison
Acting Director