

Cromwell Library Commission
Regular Meeting

Monday October 16, 2017

7:30 p.m.

Arch Room

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Record of Votes and Minutes

Present: Chairman Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold

Absent: Al Dickerson

Also Present: Kara Canney, Library Director; Gerald Seagrave

1. Call to Order--The meeting was called to order at 7:35 p.m. Directly followed by a tour of the library.

2. Approve/Amend Agenda--*Martha Rennie moved to approve the October 16, 2017 agenda. Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.*

3. Approval of Minutes of September 11, 2017--*Barbara Grotheer moved to approve the minutes of September 11, 2017, as amended. Seconded by Martha Rennie. Amendments: 5.b. 4th paragraph -- Regarding the future of the library, **the Library Director had some questions...**; and under 8. New Business should read: Marie Roberto read a letter from **the State Librarian, Ken Wiggan, ...** In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Martha Rennie, Diane Mongold. Abstained: Margaret Colella.*

4. Citizens Comments--None.

5. Town Council Liaison Comments--None.

6. Reports--

a. Chairman--The Commission members discussed the Board of Finance Regular Meeting for July 27, 2017 under New Business Item #2 which referenced the Library.

b. Library Director--Kara Canney noted the following:

- Our Adult Services Librarian, Emma Russo-Savage, has started moving and organizing the library. She is proactive, energetic, and fitting in with the current staff and got up to speed very quickly.
- Spoke with the Town Manager, Anthony Salvatore, regarding the 15 hour open position. Hoping to be filled ASAP. Submitted a staff study to the Town Manager. Recommending that a Librarian I be added to the staff.
- Logo for the library was passed out to Commission members.
- Plans were submitted to the State for approval on 10/12/17. They have been approved by Tom Newman, the State Library Construction Grant Administrator. Financials are needed. Contacted Jillian Tara, Project Team Architect from Silver/Petrucelli and Associates regarding financials.
- Databases--Looking at the money we are spending on databases. Some we are stuck with contractually while other are giving us some leeway.
- Mid-Terms at the Library--Spoke with the Town Manager and was granted approval to keep the library open for high school students to study. Will be open for students only till 10 p.m. for two days. Emily Mills will be on hand to have the students make stress balls and we will serve snacks. There will also be a survey to see what other programs/events the teens want at the library.
- One Book on the Riverbend--Have attended two meetings so far. The group is still in the selection process. I think it will be a great addition to the programming the library will offer.
- Covenant Village--We will be offering book delivery for all Covenant Village residents via their van. Emma Russo-Savage, our Adult Services Librarian, will be teaching an info-session at Covenant Village as to the library's databases and catalog. The arrangement was made with Ann Grasso and Kara will be speaking at the November 5th Residents Council Meeting.
- Will start moving furniture in the library tomorrow.
- Programs--Some intergenerational programs; i.e., Ugly Holiday Sweater, Noon Year's Eve, Dad's and Donuts. Also will be coordinating with the Senior Center and the Recreational Department.
- The first draft of a newsletter for the library has been created by Susan Bernier. This newsletter will show what the library has to offer. Susan would like to do this on a monthly basis.

The September 2017 Statistics Report followed. Kara would like to grow the teen book collection but at this time there is no space to put the books.

Margaret Colella then moved to accept the September 2017 Library Director's Report and September 2017 Statistics Report. Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.

c. Finance Report--There is \$6,000 under Other Capital Expenditures to purchase a copier for the library. It would be better to lease a copier because they upgrade and add new features regularly.

Barbara Grotheer then moved to accept the September 2017 Library Finance Report. Seconded by Diane Mongold. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.

7. Old Business--Tour of the library done at beginning of meeting.

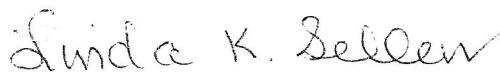
8. New Business--Kara noted trying to streamline services. Looking at how the circulation and reference function are being utilized. Some of the part time staff can be cross-trained to work at multiple desks. This can only benefit the library.

9. Other--None.

10. Next Regular Meeting Date--November 13, 2017.

11. Adjournment--*Martha Rennie moved to adjourn at 9:25 p.m. Seconded by Margaret Colella. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.*

Respectfully submitted,



Linda K. Sellow

Library Commission Clerk