

**Cromwell Library Commission  
Regular Meeting  
Monday, July 9, 2018  
Arch Room  
Record of Votes and Minutes**

Present: Chairman Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson

Absent: Barbara Grotheer, Diane Mongold

Also Present: Library Director Kara Canney, Gerald Seagrave

1. Call to Order: The meeting was called to order by Chairman Roberto at 7:33 p.m.
2. Approve/Amend Agenda: Martha Rennie made a motion to approve the July 9, 2018 agenda; Seconded by Margaret Colella. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*
3. Approval of Minutes of June 11, 2018: Margaret Colella made a motion to approve the minutes as written, Seconded by Kathy Newton. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Al Dickerson. Abstained: Martha Rennie. *Motion passed.*
4. Town Council Liaison comments: None
5. Citizens' Comments: Gerald Seagrave informed the Commission of the Connecticut State Library's Traveling Archivist Program. He said that the program provided a free three-hour site visit and that any public library that had a historical collection was eligible to apply. He also provided the Commission with a copy of the program's "Making the Most of Your Site Visit with the Traveling Archivist" handout. He said the application process was currently closed. Mr. Seagrave also volunteered to obtain a copy of the State Library's rules for utilizing its archives. Chairman Roberto thanked him for researching this matter.
6. Reports
  - a. Chairman – ACLB Training Sessions

Chairman Roberto said that the Association of Connecticut Library Boards was offering a Leadership Conference on November 2, 2018, at the University of Hartford. The conference would concern ethical issues, basics of board governance, and hiring of directors, among other topics. She asked if anyone was interested in attending and said that she assumed the conference was free through their paid membership.

She said that the Association was also offering onsite training sessions for new board members on topics such as governance, fundraising, and advocacy. She suggested that they contact other area library boards to see if anyone was interested in requesting a group training session. She asked Director Canney to determine which towns to contact. Chairman Roberto asked who was interested in this training session and all Commission members indicated that they were interested.

- b. Library Director: Director Canney said that she had received some additional construction documents and was awaiting final review from the Building Department and Fire Marshal. She did not anticipate the documents going out to bid by Wednesday. She said that Silver Petrucelli had asked to use the Arch Room during construction. She said that they needed to determine which upcoming events would require usable clear space as that information needed to go into the bid documents. She said that the construction schedule was anticipated to be 8 to 9 months.

Martha Rennie asked about the Circulation Desk staff and Director Canney said she was providing ongoing training/practice through the use of a scavenger hunt.

There was also a brief discussion regarding podcasts. Director Canney said that she was looking into possibly interviewing Cromwell citizens to discuss topics of local relevance. She said that the Connecticut Humanities offers matching grants and she was working on setting up a meeting to discuss the grant program. She said that the grant money could be used to purchase a MacBook Pro. She said that these would be community conversations. There was a brief discussion regarding possible topics, such as haunted places in Cromwell.

Director Canney also briefly discussed the Libraries Rock program and said that the Friends had paid for a number of gift certificates and other prizes given out as incentives for participating in the program.

In reviewing the Statistics for June, she noted that Young Adult circulation had increased as well as Juvenile Programming and credited Emily Mills on both accounts. Chairman Roberto suggested that this type of information be included in her reports to the Town Manager. Director Canney also mentioned that card registration had increased.

There was a brief discussion regarding Hoopla's usage. Director Canney said that audiobooks were the most borrowed item and that they were still figuring out the program's anticipated annual cost.

Martha Rennie made a motion to accept the Director's Report with Statistics; Seconded by Kathy Newton. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

- c. Finance Report: Director Canney said that they hadn't spent much money as it was the beginning of the fiscal year. Martha Rennie asked that an end of year report be provided. Director Canney said that she had budgeted monies for different parts of the collection development.

Al Dickerson made a motion to accept the Finance Report as written; Seconded by Margaret Colella. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

#### 7. Old Business – Expansion Renovation

Chairman Roberto said that she had asked that this be included as a standing item going forward although there was nothing new to report at this time. Martha Rennie asked that Director Canney send an email if there were any significant developments between tonight's meeting and the next meeting in September. Chairman Roberto said that the Executive Committee, consisting of herself and Margaret Colella, could meet with Director Canney if any critical matters arose.

#### 8. New Business:

- a. History Room

Chairman Roberto began by saying that she wanted the room's purpose to be defined first in order to determine what items should be retained. She talked about the overlap of retaining documents at both the local and state level and the possible overlap of documents retained in the archives room versus those kept by the Cromwell Historical Society. Martha Rennie said she understood the archives room to concern local history and that the Historical Society dealt more with artifacts than with documents.

Kathy Newton suggested inviting Richard Donohue to a meeting to discuss the Historical Society's collection. Chairman Colella wanted to know how the two were different. There was some discussion as to what records would be considered pertinent. Director Canney said that there was sufficient space in the room and that the issue was that of organization. She said that many of the records in the room

concerned genealogy and were gifted from the Elizabeth Maselli family.

Chairman Roberto said that defining a mission would help in determining the purpose of the documents to be retained. Director Canney disagreed, saying that it was ok to duplicate some of the records held by the Historical Society as they are more accessible at the library than at the Historical Society. She said that the first step should be inventorying the records. Margaret Colella agreed with Director Canney. Chairman Roberto agreed that inventorying was a necessary step, but disagreed that it should be the first step.

Martha Rennie said that she agreed that inventorying first was necessary, and once they know what's there, they can decide if certain items fall under certain categories, and they can then use that information to set guidelines for accepting donations in the future.

Chairman Roberto asked that it be noted that she was of the minority opinion in wanting to define a mission statement or purpose first rather than beginning by sorting through the room. She said that she wanted to know how this room's collection will be different from that of the Historical Society and the First Congregational Church collections.

Kathy Newton suggesting inviting Richard Donohue to a meeting and Chairman Roberto said that it would be more appropriate for him to meet with the subcommittee. Martha Rennie said she was interested in receiving periodic reports from the subcommittee. She considered the room to be a specialized collection of local history.

Margaret Colella suggested that they visit other historical collections and review their policies. Al Dickerson said that it is often hard to decide what's important as time change. He said that these materials are valuable to the town as they are the fabric of the town. He said that they should be very judicious in deciding to dispose of anything. He said that historical collections often have things besides documents and gave examples of clocks, cabinets, and arrowheads. He thought that the room should be organized, the collection understood and then made available to the town.

Margaret Colella said that the memo containing questions was prepared by Emma for use in visiting other archive rooms. Director Canney said that she will reach out to other libraries regarding any recent updates they have made to their policies regarding archive rooms.

Chairman Roberto said that the subcommittee should move forward in researching other collections, beginning an inventory, and reporting back periodically.

Gerald Seagrave said he had prepared an inventory of the Ells Alcove as part of a research project in 1978 that could be used as a guide.

Director Canney said that the research room was not part of the construction plan, but they could discuss moving into the back room.

9. Other:

- a. Executive Session: Al Dickerson made a motion to move into Executive Session at 8:52 p.m. for the purposes of discussing security; Seconded by Martha Rennie. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

Executive Session ended at 9:15 p.m.

10. Next regular meeting date: September 10, 2018

Chairman Roberto said that there would be no meeting held in August.

11. Adjournment: Kathy Newton made a motion to adjourn the meeting at 9:16 p.m. Seconded by Martha Rennie. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson. *Motion passed.*

Respectfully submitted,



Julie C. Petrella  
Recording Clerk