

**Cromwell Library Commission
Regular Meeting
Monday, May 13, 2019 at 7:30 p.m.
Room 222, Town Hall
Record of Votes and Minutes**

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

Absent: Diane Mongold

Also Present: Library Director Kara Canney, Gerald Seagrave

1. **Call to Order:** The meeting was called to order by Chairman Roberto at 7:31 p.m.
2. **Approve/Amend Agenda:** Margaret Colella made a motion to approve the May 13th agenda; Seconded by Kathy Newton. In favor: Chairman Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie. *Motion passed.*

3. **Approval of Minutes of April 8, 2019:** The Commission noted the following amendments:

In #3, that "Chairman Robert" be revised to read "Chairman Roberto".

In #5, that "Gerard" be revised to read "Gerald".

In #6a, to state that the book itself is the fundraiser, and not the book launch.

In #7a: to add "and Cromwell Belden Public Library" after "Belden Library".

Barbara Grotheer made a motion to approve the minutes as amended; Seconded by Martha Rennie. In favor: Chairman Roberto, Barbara Grotheer, Margaret Colella, Martha Rennie. Al Dickerson and Kathy Newton abstained. *Motion passed.*

Amended minutes will be filed.

4. **Town Council Liaison comments:** None

5. **Citizens' comments:** Gerald Seagrave shared his CLA conference experience with the Commission. He discussed the lectures he attended including one on applying

Starbucks customer service to libraries; one on working with trustees; one on Connecticut Gems entitled. "Three Special Libraries: Yale Center for British Art, Uconn, and British History Museum;" and one on patron privacy.

6. Reports:

- a. Chairman: None
- b. Library Director: Director Canney reviewed the Director's Report.

There was a discussion on the library's strategic plan, which Director Canney plans to embark on once library construction is completed.

Director Canney reported on the Connecticut Library Association Conference. The staff is excited about future collaboration with other departments and other libraries, which was the topic of one of the CLA workshops. A workshop on the Overdrive program showed how it has changed and improved with the Libby app, formerly known as Overdrive. Cromwell Library staff is considering putting the Libby app on a touchscreen for patron use that was formerly used for self checkout. Another CLA workshop the staff attended focused on museum passes and tickets to plays. Director Canney commented on the benefit of staff having attended different workshops, allowing staff to focus on future actions to benefit the library.

Director Canney reported that there will be a part-time Circulation Desk Clerk position opening on June 1 upon the departure of Carol Peluso. Another full-time position for a Library Technical Assistant will open on July 1. Director Canney reported that she is looking into how to redesign the LTA positions so that they are also a team.

Director Canney reported that the library's regular phone line was cut during construction, and that the current phone line being used is connected to the alarm system. There is an outgoing message on the former line with the number to reach the library.

Director Canney reported that the library will have a table at the Cromwell Farmers' Market. This table will hopefully attract new library patrons, allow for registration of library cards, and show the community all that the library has to offer.

Director Canney reported that the theme of the Summer Reading Program will be "Get Out and Read," and that bags with this slogan will be ordered to help advertise the library.

Director Canney reported that Emma has weeded 21 books from the library's paperback collection. Due to a previous filing error, it will appear that 100 items have been weeded, when only 21 items have been removed from the collection.

Director Canney reported on the construction timeline. The builders have given a completion date in the range of June 4th to June 28th. Director Canney meets weekly to review construction progress. The Arch Room is scheduled for completion at the end of May. New walls are going up, and there is no rain coming in. Insulation is installed as the area dries out from the rain. Plumbing is coming along, including the bathroom. The stack aisle lights are great, and really illuminate. However, the sensors must be made more sensitive so that they turn on when needed.

Director Canney reported that statistics are in good shape considering the library closures and construction activity.

Martha Rennie made a motion to accept the Director's Report with Statistics as written; Seconded by Barbara Grotheer. *All in favor. Motion passed.*

- c. Finance Report: Emily Mills will be ordering more children's books, and has added more money to Hoopla.

Martha Rennie made a motion to accept the Director's Finance Report; Seconded by Kathy Newton. *All in favor. Motion passed.*

7. Old Business: None

- 8. New Business:** Barbara Grotheer asked about a gathering for Ethel Anderson. Director Canney reported that a group did go out to celebrate. There was also a luncheon for Adrienne Marzo whose last day was May 3rd.

10. Next regular meeting date: June 10, 2019