

CROMWELL LIBRARY COMMISSION
Regular Meeting
Monday, May 11, 2015 @ 7:30 p.m.
Arch Room

Record of Votes and Minutes

Present: Chairman Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton, Martha Rennie (arrived 7:35 p.m.)

Also Present: Eileen Branciforte, Library Director; Gerald Seagrave

Absent: Al Dickerson, Diane Mongold

1. Call to order—Marie Roberto called the meeting to order at 7:30 p.m.
2. Approve/Amend Agenda--*Barbara Grotheer moved to approve the Library Commission Agenda for May 11, 2015. Seconded by Margaret Colella. In favor: Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton.*
3. Approval of Minutes of April 13, 2015--*Margaret Colella moved to approve the minutes of April 13, 2015, as amended. Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton. Amendments: Under item 5. Town Council Liaison Comments--None. Under 6. a -- should read, Marie Roberto stated that she is in favor of Commission members, when the opportunity arises, speaking to citizens ... and, under 6 a, paragraph 3 should read: NewAlliance (one word).*
4. Citizens' Comments--(Martha Rennie arrived) Gerald Seagrave noted he attended the 2015 Connecticut Library Association's Annual Conference at the Mystic Marriott in Groton on April 27th and 28th. The keynote speaker was Steven Bell. He gave a brief overview of various speakers.
5. Town Council Liaison Comments--Marie Roberto noted interviews for the Town Manager will be starting on May 20th.
6. Reports--
 - a. Chairman--Marie Roberto is planning on meeting with Kim Healy, the Executive Director of NewAlliance sometime this summer to explore what could be done regionally to work together on the future of public libraries.

Marie also spoke with Eileen about Yale having a day of service which their alumni do every May. Yale alumni volunteer to help out on small one-day projects. Even though the time has passed for this year, it gives the Commission members time to think about a small project; i.e., appraising old books, etc. to submit at the end of January 2016. To get an idea of projects they have done this year, Marie will give any information received on the 2015 day of service to Eileen.

b. Library Director--Eileen noted:

- Will be moving \$1,000 from Item 73520 INTERNET ACCESS to line item 77900 OTHER CAPITAL ITEMS in order to purchase new printers that will be compatible with the new Integrated Library Computer System (ILS). This was requested and permission was granted to do so. Now looking for new printers.
- The statistics module continues to be a problem.
- Sam Cook who works at our Ct Network Site wrote and implemented a piece of computer codes, so we can now look into one library collection at a time on our network.
- Purchased *Cassie* and *Deep Freeze* software to manage our public computers. This is moving forward.

Barbara Grotheer then moved to accept the April 2015 Library Director's Report. Seconded by Margaret Colella. In favor: Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton, Martha Rennie.

c. Finance Report- *Martha Rennie moved to accept the April 2015 Library Finance Report. Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton, Martha Rennie.*

7. Old Business--

a. Review of New Library Integrated System (Circulation)--Eileen noted seems to be rolling along very well. This month we purchased a few books on CD.

b. Technology Progress--Much of this mentioned in the May 2015 Library Director's Report. Trying to go along with our plan that Seth put together. We purchased *Cassie* and *Deep Freeze*. Moving forward.

c. Aspen Institute Program Update--Eileen called the Aspen Institute. Dawn Lavalie will put Cromwell on the list of prospective sites. Our library needs to address literacy, poverty, and flexible space.

8. New Business--

a. New Strategic Plan/Long Range Plan--Marie noted the need to update the clearly outdated 2008 strategic plan. This isn't Tom Newman's field of expertise. He passed this on to Dawn Lavalie.

Eileen handed out previous STRATEGIC PLAN IDEAS which included the following goals: 1. Strengthen our Community's Passion to Read, View, and Listen; 2. Provide Learning Readiness through

Early Literacy Programs; 3. Help Learners Succeed; 4. Bring Technology's Benefits to Everyone; 5. Empower Our Community by Creating Awareness of Library Resources; 6. Build on Success; and, 7. Foster an Organizational Culture of Innovation. Would like to include Aspen Group as part of the planning process.

Eileen added there is a need to do something in the direction of having citizens understand what we want to do with the library's expansion and to know what the people are thinking so we can move forward. In the past, a survey was conducted and we also had a community forum. We have some of the written components. Need to re-look at our goals. Discussion followed on a time frame and whether the Aspen Institute fits into this.

Marie Roberto added the library has already put in writing what we want this to be. The grant is based on what was submitted. It would be good to have the Aspen group in on this. Need to put out a group effort when going to referendum. We should focus on how we are going to handle the referendum--work on the technology plan. To note, if the referendum does not succeed, the State takes back the money (\$1 million).

Barbara Grotheer added there is a need to meet together to refresh our minds on what we submitted so the Commission members are in "one mind". There will be a workshop on Monday, June 15, 2015 from 9 a.m. to 11 a.m. in the Arch Room. Barbara Grotheer and Eileen will work on getting a rough agenda for this workshop for the next meeting. Committee members can submit agenda ideas prior to the next meeting. Barbara Grotheer will e-mail the workshop information, including a copy of the current technology plan and project narrative to Commission members.

b. New Town Website--Eileen stated the library's website address has been corrected. There are some problems with posting. The company that runs the website owns it, the town owns the content. Each department is responsible for their web page.

9. Other--None.

10. Next Regular Meeting Date: June 8, 2015.

11. Adjournment--*Martha Rennie moved to adjourn at 9:10 p.m. Seconded by Barbara Grotheer. In favor: Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton, Martha Rennie*

Respectfully submitted,

Linda K. Sellew
Library Commission Clerk

