

## Wilton Library Association

February 24, 2010

### Minutes

**Present:** Shirley Bergin, Susan Diloreto, A.P. Duffy, Pat Gould, Glenn Hemmerle, Janice Hess, Judy Higby, Whitney Janeway, Greg Jansen, Ken Kempson, Kathy Leeds, Dan Mahoney, Derrel Mason, Lauren McLaughlin, Holly Sexton, Elaine Tai-Lauria, Dave Waters.

**Absent:** Jeff Barbour, Trish Clifford, David Clune, Chris Hevesy, Marianne Howatson, Michael Kaelin, Harry Somerdyk, Susan Sullivan, Diane Wilson.

President Judy Higby called the meeting to order at 7:39 pm.

Judy Higby thanked Vice-President Whitney Janeway for covering her Board duties while she was out of town and unavailable. Ms. Higby also reminded the Board to check their mailboxes in the administration office regularly.

Ms. Higby welcomed Kathy Welling, former Wilton Library Association President, to the meeting. Kathy Leeds introduced Kathy Welling, and informed the Board that a capital campaign related to building the endowment fund of the Wilton Library through planned giving is underway called the Cornerstones Society. Ms. Welling commented that she was delighted to be back at the Library and is working on the Cornerstones Society to encourage contributions to the endowment fund to help secure the strength and perpetuity of the Library in the future. Ms. Welling distributed a draft brochure that outlines the benefits of giving and explains how an individual can become a member of the Cornerstones Society. Ms. Welling explained, regarding funds, the principal would be restricted, similar to traditional endowment funds, and the interest the fund earned would be Board discretionary. Ms. Welling described some of the benefits of becoming a Cornerstones Society Member including an annual dinner in the Brubeck room with a special briefing or a special author, and engraved squares in the courtyard among other things, pending Board approval. Ms. Welling informed the Board that there would be two phases, the first would be a letter sent to former Board members and others with information regarding the endowment, and Phase Two would be to widen the circle of giving utilizing public relations, including publishing Cornerstones success stories. Discussion ensued regarding the need to define the purposes of use for the funds. A motion was made by A.P. Duffy to approve the establishment of an endowment fund for the Library and begin a program of soliciting donations for that endowment. Dave Waters seconded the motion which was approved and carried by general consent. Ms. Leeds commented that work will begin on the policy and program details. The Board thanked Kathy Welling for her presentation and work on behalf of the Library. Ms. Welling departed the meeting.

Assistant Director Lauren McLaughlin joined the meeting at 8:15pm

The minutes of the January Board meeting were reviewed. Derrel Mason made a motion to approve the minutes from the January 27, 2010 Board meeting, and Whitney Janeway seconded the motion. There were no objections or abstentions and the minutes were approved as submitted.

#### **Treasurer's Report**

Treasurer Greg Jansen presented the Treasurer's report. He reported that revenue is projected to be higher than budget due to Spring Gala revenue estimates. Mr. Jansen reported that the combined Operating and Restricted budgets will end the fiscal year with an estimated surplus of approximately \$58k. He informed the Board that hours have been cut in the reference area, and Kathy Leeds has been at working more hours at the reference desk including two weekends per month. In addition, an automated phone tree system will be implemented next week. In preparation for that change, a bookmark was created for the public with instructions on how to reach the various Library departments including their extension phone numbers.

Mr. Jansen reported that Total Operating Expenses will be approximately \$16k under budget, and Restricted Funds Revenue is estimated to be approximately \$71k over budget due to anticipated funds from the May gala planned for May 15.

Mr. Jansen informed the Board that on March 25, 2010 at 8:30 pm there will be a Board of Selectmen (BOS) meeting with the Board of Finance (BOF) where the BOS presents their budget to the BOF. In addition, appeals from the community regarding the proposed budget are heard.

Discussion ensued regarding the budget number for Collection materials/funds.

Mr. Jansen informed the board that the Investment Committee will present their report in March.

### **Directors Report**

Kathy Leeds presented the Director's report for January 2010. She highlighted some of the many programs and events that have happened in the past month. Ms. Leeds reported that there was a CT Libraries Snapshot Day where libraries throughout Connecticut took physical pictures and snap shots that will be published March 12 on the web.

Ms. Leeds commented that it has been challenging regarding staffing at the Library and Judy Higby underscored the fact that the staff is being asked to do more, for less. She encouraged the Board to thank them and is planning a cocktail party for the staff in the spring at her home to thank them for their hard work.

Ms. Leeds reported that the Library is charging for the use of study rooms, is increasing the late fines in the spring timeframe, and is increasing the cost for copies, all in an effort to increase revenue. She distributed the bookmark regarding the automated phone system that is available at the front desk for patrons, and explained that they will do more communications around automated system. Ms. Leeds stated that the automated system will be monitored by maintaining a log to see how many calls get routed to front desk.

Ms. Leeds introduced a non-discrimination policy statement including the background for the policy and a proposed resolution to approve the policy. A.P. Duffy made a motion to approve the Non-Discrimination Policy Statement, and Dave Waters seconded the motion. There motion was approved.

Ms. Leeds discussed Art receptions at the Library and reviewed the instructions, *Hosting Art Receptions – 7 Easy Steps!* That was distributed in the Board packet. She informed the Board that Sally Gemmill, Program Manager for the Library has the signup list.

### **Other**

Judy Higby opened the discussion regarding whether Board contact information should be on the Library website. Discussion ensued and it was decided that Board members would be listed on the website, but not their e-mail contact information.

Dave Waters reported on the status of the ABC house, and that an amendment to the lease was being drafted related to a lease extension. Mr. Waters reported that financial terms were agreed upon, and because of bond financing, their use of the property is limited. Mr. Waters informed the Board that the bond runs out 2013 and its use is restricted to a 501(c)3 organization.

### **Development Report**

Judy Higby distributed and presented the Development report including an update on the Friends Campaign, commenting that there is more information related to contributions in the report and the process becomes more efficient every year.

A request was made by a member of the Board for a reminder message to those Trustees who have not yet donated to the Annual Appeal. Ann Rowlands will send those reminders to Board members this week. Kathy Leeds commented that the Library has 30% more donors than last year (706 this year, vs 547 last year).

### **Committee Reports**

**Book sale:** Pat Gould reported that the annual book sale is April 10-13, the weekend after Easter, and sign-up sheets will be distributed soon. Ms. Gould encouraged everyone to sign-up to help with the book sale. Book donations will be accepted until the end of March. Ms. Gould explained that they are not having a free book day at the end of the book sale, but will implement a \$5 bag day on the last day of the sale.

**May 15<sup>th</sup> Benefit:** Judy Higby reported on the status of the Benefit planned for May 15. She distributed sponsorship opportunity forms for the May 15 benefit, requests for live auction items, and encouraged participation.

**Technology:** Elaine Tai-Lauria presented the Technology update. She informed the Board that a task force is being formed to assess the needs of the Library. Ms. Tai-Lauria reported that the telephone auto attendant is up and running. A proposed revision to the *Computer, Internet & Wireless Use Policy* and *Internet Use Policy* was distributed. Ms. Tai-Lauria thanked the Technology Committee for their work and Dave Waters for reviewing it. Discussion ensued regarding changes to the policy. A motion was made by Dave Waters to approve the changes to the policies as submitted, Derrel Mason seconded the motion which was approved and carried by general consent.

**Nominating:** Whitney Janeway presented the Nominating Committee report, explaining that there are ten names for three Trustee positions. Mr. Janeway stated that four of the ten individuals were interviewed and the Committee is looking at skill areas of the individuals and needs of the Library.

### **Other:**

Kathy Leeds informed the Board of two important dates:

- On April 1 Christopher Plummer will be at the Library, interviewed by Zelig Pforzheimer
- On June 27 Richard Russo will be guest author for *Wilton Reads! 2010* and it will be his only appearance in Connecticut. Need to get 400 people to attend.

Judy Higby asked for auction items for the Gala.

There being no further business, Dave Waters made a motion to adjourn the meeting, Whitney Janeway seconded and the motion was carried. The meeting was adjourned at 9:20pm.

Respectfully submitted,  
Holly Sexton  
Secretary