

Wilton Library Association

April 28, 2010

Minutes

Present: Jeff Barbour, Shirley Bergin, David Clune, Susan Diloreto, A.P. Duffy, Pat Gould, Janice Hess, Chris Hevesy, Judy Higby, Whitney Janeway, Michael Kaelin, Ken Kempson, Kathy Leeds, Holly Sexton, Susan Sullivan, Elaine Tai-Lauria, Dave Waters.

Absent: Trish Clifford, Glenn Hemmerle, Marianne Howatson, Greg Jansen, Dan Mahoney, Derrel Mason, Harry Somerdyk, Diane Wilson.

President Judy Higby called the meeting to order at 7:42 pm.

President Higby thanked Jeff Barbour and Susan Diloreto for the refreshments at the meeting.

Ms. Higby reported that Bill Brennan contacted her to encourage Library Board participation at the May 4th Town Meeting at 7:30pm at Middlebrook. Ms. Higby stated that she will make a few opening remarks at the meeting and Greg Jansen will also attend to make a few remarks about the Library's budget request. Ms. Higby informed the Board that attendees can make a motion to reduce the budget at the meeting, and those who are in attendance can vote on the motion at that time. Ms. Higby stated that Mr. Brennan is concerned because the Board of Selectmen's budget is not totally flat, and there may be push back from attendees at the meeting. Ms. Higby emphasized that it is very important for the Library Trustees to attend because if the budget does not pass, the Library may be subject to cuts in the Town Grant.

The minutes of the February Board meeting were reviewed. Ann Duffy made a motion to approve the minutes from the March 24, 2010 Board meeting, and Sue Sullivan seconded the motion. There were no objections or abstentions and the minutes were approved as submitted.

Treasurer's Report

Secretary Holly Sexton presented the Treasurer's report in Greg Jansen's absence. Ms. Sexton reported that March estimates project the combined Operating and Restricted budgets will end the fiscal year with a surplus of approximately \$56k. Ms. Sexton noted the following:

- The Library is 75% through the fiscal year.
- Total Operating Revenue is projected to be equal to the budget for the year.
- Salary expense is projected to be approximately \$5k over budget related primarily to overtime associated with the two floods, and unplanned technology issues.
- Building expense is projected to be approximately \$19k under budget due to utility savings.
- Restricted Funds Revenue is projected to be approximately \$92k over budget
- Restricted Funds Expenditures is projected to be over budget by approximately \$30k
- The Reserve Fund expense is estimated to be approximately \$4,500 over budget due to the two recent floods.

Directors Report

Kathy Leeds presented the Director's report for March 2010 and reported the following:

- The phone system was automated and there was very little push back related to the change in service.
- The study rooms are not generating a lot of money (\$440 was generated from mid-March to mid-April) and most of the tutors are out in the public areas.
- Kids are using the study rooms.

- A vending machine was installed for a 3-month trial basis at no cost to the Library. The vendor lives in New Canaan and the Library can decide whether we want to keep the vending machine or have it removed based on usage.
- A question was asked if there was any garbage left around the Library as a result of the vending machine. Ms. Leeds replied that there is more garbage, but the public is not leaving it around, they are discarding their trash appropriately.
- Poetry in Motion was held last month, with two performances, one at the Library and one at the High School.
- There was a 9% increase in visitors to the Library, with Circulation up 4%.
- There is a lot of activity in teen room.
- This Sunday is an embodiment of everything the Library strives to do as the center of the community for Wilton as the Wilton Go Green Festival will be held on May 2. 70 vendors will be in the parking lot and town green.
- Dave Palmieri was promoted in March and was given a raise with his new title.

Committee Reports

ABC House: Dave Waters reported that he spoke with representatives from ABC today and he will be receiving a draft of the lease by the end of the week. Mr. Waters reported that ABC's Board met last week.

Development Report

Sue Sullivan distributed and presented the Development report including an update on the Friends Campaign. She noted the following:

- We are at 87% of goal for the Annual Friends campaign (\$173k received out of \$200k budget).
- A couple of generous gifts came in over the last couple of weeks.
- A third mailing will be going out after the May 15 Gala.
- 19 of 24 Trustees contributed to the Annual Appeal.

Book sale: Pat Gould presented the results of the annual book sale held April 10-13:

- The book sale was financially successful with sales of \$7,600 more than last year.
- To date, the book sales have generated \$78,200.
- The location change of the children's books to the Brubeck room was a great move.
- Every piece of the sale was great, including invaluable assistance from Dave Palmieri and Jose.
- Dan Riley sent a nice message to Board and staff participants.

Discussion ensued regarding selling books on Ebay. Ms. Higby thanked the Board for their participation and involvement in the book sale.

May 15th Gala: Judy Higby reported on the status of the Gala planned for May 15. She distributed a preview list of Silent and Live Auction items and commented there will be great items available. In addition, Ms. Higby reported that the catering will be provided by Bon Appétit Café, the décor is being led by Allison Comstock from Alden Interiors, and she encouraged all to attend and invite guests.

Nominating: Whitney Janeway presented the Nominating Committee report, explaining that there were ten names submitted for possible Trustee positions, and seven are fair game for Board Members next year. Mr. Janeway stated that four were interviewed, and the other three would be interviewed next week. Mr. Janeway commented that for those who may not become Board members next fiscal year, the Nominating committee will encourage them to participate on Library committees so they can hit the ground running the following year. Mr. Janeway reported they are also in the process of assigning the four officer positions.

Other

There will be a Technology Committee meeting on Monday at 6:30.

Annual Evaluation

Ms. Higby distributed the Executive Director Annual Review Process and Director Performance Survey and requested the Board complete the Director Performance Survey within ten days. Ms. Higby explained that Mike Kaelin circulates the form to every member of the Board. The Board returns it to the HR Committee and the HR Committee presents their findings to the Executive Committee. In addition, Ms. Higby reported there is another survey for the Board of Trustees to complete and return.

Ms. Higby encouraged participation at the 115th Annual Meeting for Friends on June 13th at 4pm. Ms. Higby reported that the guest speaker is Bill Hosley, a wonderful guy who is knowledgeable about antiques, preservation, and culture. He will emphasize the importance of culture and learning to our communities. In addition, a vote will be required by the new Board to grant authority to the Executive Committee to act for the Board during the summer.

Ms. Higby reminded the Board of the June 6th cocktail party for the staff to thank them for their efforts this year, and requested everyone RSVP.

Discussion ensued regarding cuts to the Stamford Library and the impact of town budgets to other libraries.

There being no further business, Dave Waters made a motion to adjourn the meeting, Mike Kaelin seconded and the motion was carried. The meeting was adjourned at 8:35pm.

Respectfully submitted,
Holly Sexton
Secretary