

**Westbrook Public Library  
Board of Trustees Meeting  
7:00 pm,  
May 6, 2014  
At Westbrook Public Library, Ct**

Call to Order at 7:00 p.m. by K. Cietanno, Chair

**In Attendance:** Katherine Bishop, Kathy Cietanno, Rosemary Einsmann, Martha Neale, MaryJo Noonan, Norma Roman and Lewis Daniels (Library Director).

**Audience of Citizens:** none present

**Secretary's Report:**

- Bishop made a motion that the minutes from the April 2014 meeting be accepted as presented; 2<sup>nd</sup> by Einsmann. All in favor.

**Treasurer's/ Financial Report:**

- Monthly Report:
  - L. Daniels presented his Financial Report for the month.
  - We are at the 16.7% mark in our fiscal year.
  - Financial, are in a strong position.
  - Some numbers should even out, for example over budget in spending for oil but slightly under in spending of maintenance, so it should work out in the end.
  - Funds from the Gift Fund will be used for garden work.
  - Daniels has been making a concerted effort to keep up with supplies, books and audio/visuals.
  - The new titles are very popular among borrowers and are often requested.
  - Motion made by Bishop to accept Treasurer's/Financial Report; 2<sup>nd</sup> by Noonan. Accepted with unanimous approval.

**Library Director's Report:**

- April use numbers (visits and circulation) were poor, due largely to the weather.
- Reference activity was noticeably up. Many school assignments kept the librarians busy. Daniels is confident that the Library is able to provide very good support for both students and teachers.
- Programs: we continue to offer a wide variety of programs in collaboration with several other organizations. This month, to mention a few:
  - With Westbrook Land Conservation, a wonderful program, which discussed using artwork to help identify birds.
  - Bug Man.
  - Salt meadow staff is good to work with.
  - Craft program by Shoreline Community Women. The program is good, but attendance a bit low with so much else going on this time of year.
- Budget: moving forward. Board of Finance supports our request for an assistant librarian position. Vote soon.
- Edge Initiative Survey: Daniels completed it. It will provide a good baseline for moving forward with our integration of technology into our services. Daniels is especially interested in assistive technology.
- Daniels recently participated in the Lions Board Meeting. This included attending some interesting committee meetings: Bibliographic Committee, Circulation Committee. A particularly interesting one was the 3m Demonstration Meeting; it is much like overdrive in that it is one user and one book. A strong selling

point is that user interface is a bit easier but still nonetheless complicated. While Daniels is open to new services, he thinks it is not worth switching over. Overdrive is still the standard and easy to use.

- E-Books: Daniels got some interesting info from working on the survey. He has been researching different services and options and has learned quite a lot:
  - He went through the list of local book club to see if how easily and readily available they are in electronic format. He found that Overdrive has most of the books, but Lion has not purchased them.
  - Recorded books available through Iconn, but few titles.
  - Regarding policies, many libraries are unhappy with the way e-books are made available thru libraries. E-books are very expensive.
  - Lion is also refining the Book Collection Committee to include more librarians making choices.
  - Lion membership fees will change to reflect usage numbers.
  - In Westbrook, according to his records, we have about 300 e-book and audiobook users.
  - Freading is a nice model. It is easy to use because you do not need to put yourself on a waitlist. However, their titles are few.
- CLA Conference: Daniels attended.
  - Very worthwhile.
  - Interesting keynote speaker on the topic of how the Internet is changing society. He is concerned about: mass surveillance, massive frequent security failures, and end of net neutrality. Internet infrastructure does not support advances.
  - Many workshops.
  - Talked with Jim Crawford about his initiative to help feed hungry kids in Westbrook.
  - Daniels looked at some new apps.
  - Looked at a review of research discovery programs.
  - Learned more about ADA and assisting technology. Daniels is leaning towards have one specific computer for this purpose.
  - He will make sure to be reimbursed for this conference.
- Motion made by Neale to accept the Library Director's Report; 2<sup>nd</sup> by Noonan; all in favor.

**Committee Reports:** None

**Correspondences:** None

**Old Business:**

- Noonan reminded us that we wanted to revisit Learning Express, a program used by the Guilford Library, which allows access to a database with wide variety of resources for library members. She has done some research and it appears it offers some unique programs otherwise unavailable to Westbrook residents. Daniels will look into it.
- Translation programs on computer? Should we look into one for the library? Bishop discussed ESL programs and the need for better resources.

**New Business:**

- Town meeting this Thursday 5/8/14 at 7pm. It will include a presentation and probably some questions. At the same time there is also an evaluation workshop that Lew will attend.
- Daniels received an Eagle Scout Project proposal that would involve a new sign. Daniels will ask for a photo of intended sign to make sure it is consistent with other signage.
- Bridge Club has asked the Library to help promote their program.

**Adjournment:** Motion made by Bishop to adjourn; 2<sup>nd</sup> by Noonan. Adjourned at 8:25 pm.

Respectfully Submitted by M. Neale