

**Woodbridge Library Commission Minutes
July 14, 2008**

Members Present: Ginny Calistro, Patricia Cardozo, Jeanette Glicksman, William Kelly, Jeannette Kordiak, Aldonna Noto, Ann Rubin & Tom Shernow.

Members Absent: Georgia Morgan

Also Present: Jan Day, Library Director, Gloria Kurek, President, Friends of the Library, Lynn Serra, Assistant Library Director, Ellen Scalettar, Board of Selectman and Janet Barillari, Board of Finance.

- I. **Call to Order** At : 6:08 PM.
- II. **Additions to the Agenda-** None
- III. **Public Comment and Liaison Reports** – Gloria Kurek, the new President of the Friends of the Library was introduced. Gloria informed us about the new Officers of the Friends.
- IV **Approval of June 9, 2008 Minutes- One addition- The chairman discussed the procedure for the Library Director to communicate in advance her vacation schedule.**
- V. **Committee Reports**
 - A. **Budget & Finance- June 2008 financials (not final) were circulated and discussed.**

LION annual statistics of member towns were also circulated. Woodbridge Library’s circulation statistics compared favorably with larger population member libraries.

B. Policy & Personnel – The Circulation policy was circulated to all Commission members. LION, Inc sets the loan rules for member libraries. The Policy and Personnel committee will review the proposed changes from Jan Day to the policy.

C. Property & Maintenance

Aldonna Noto brought up the cleaning of the carpet in the Meeting Room. Jeanette Glicksman brought up the issue of the carpet's overall condition, especially frays in the carpet that pose a problem. Aldonna had talked with Tony Genovese, Town Finance Director. Mr Genovese provided several options to Aldonna including, requesting new carpeting in the annual capital budget, line transfer from an account that has unexpended funds, or pay for the new carpet from the Library Reserve account.

Ginny Calistro will receive a list of carpet cleaning services who have performed Past work for the Town from Jan Day, Library Director.

Weeding Policy- Library Tech Services has informed Aldonna that the current Weeding Policy requirement is very time consuming. Each month a list is created of all withdrawn materials removed from the collection and are piled on the floor in order to run the report.

Jeanette Glicksman reminded the group that the list requirement was instituted to provide a record of all materials withdrawn from the collection for the Library Commission to review.

Jan Day recommended the list she receives monthly that reports materials removed as well as added by category be used instead.

Aldonna requested that the Policy & Personnel committee review the Weeding Policy and report back to the commission in September.

Jan Day and Lynn Serra provided much input.

VI. Director's Report

Jan Day requested that Patricia Valsecchi attend a New England leadership seminar at North Andover, MA. Cost \$100 plus travel expenses. Jeanette Glicksman moved and Jeannette Kordiak seconded. The Commission passed unanimously.

VII. Old Business

Jan Day requested that the Commission vote on the Special Needs workstation (approved by A.D.A.) be voted on tonight. Cost is covered by a grant.

Ginny moved the acquisition and Tom Shernow seconded. The vote passed unanimously.

Aldonna will appear before BOF this week to request funding to provide four additional hours for our technical assistant employee to work. This will increase the position from 24 hours to 28 hours a week.

VIII. New Business-N/A

IX. Items for September 8, 2008 Meeting 7:00PM

X. Adjournment:7:10 Bill Kelly moved and Pat Cardozo seconded.

Respectfully submitted.

Thomas Shernow, Library Commission Secretary