

WATERBURY LIBRARY COMMISSIONERS MEETING

June 12, 2007

Final

Present: Jan Gendreau, Margaret Luce, Harriet Grenier, David Cohen, Carolyn Fox. Bill Shepeluk, Town Manager. **Public:** Wally Roberts, Director Waterbury Senior Center, Tom Badowski, Vice Chair, Board of Directors, Waterbury Senior Center; Mary Miller

Action Items:

-Action: Commissioners to review Waterbury grand list - identify community individuals whom we would like to make aware of our building project and relating potential opportunities.

-Action: Jan will forward personnel evaluation forms to the Commissioners.

Action: Mary K. will initiate contact with the fire department to solicit advice re: Library fire drills and safety

1. Meeting called to order.

2. Adoption of agenda.
- no changes

3. Approval of May Minutes
-Minutes approved.
Approval of May Special Meeting Minutes
-Minutes approved.

4. Public – Wally Roberts & Tom Badowski
-The Senior Center representatives met with the Commissioners in an informational capacity – eager to update us, and explore possible synergies between the space needs of the Senior Center and the Library.
-The Waterbury Senior Center received a grant to conduct a market analysis of how to attract seniors to the senior center. As a next step they are conducting focus groups (incorporating surveys), and reaching out to the community to answer this question.
-They anticipate a new facility may result from the studies – larger, and more of a ‘multigenerational municipal center’ than the current Center. The current Senior Center has @1500 sq. ft. comprised of the dining room & kitchen. Additionally there is a small office and 2 small group meeting places.
-The focus groups will begin in August. Surveys will be distributed throughout the local community and businesses.

5. Friends of the Library – Mary K. reporting

- The FOL voted to contribute \$2000 toward the analysis/undertaking of the new library campaign effort. These funds could be used toward payment of Christine Graham's fee (Graham is a professional fundraiser hired by the Commissioners to define and launch the campaign) or for payment of related architectural drawings for use in fundraising.
 - The FOL have 'spruced up' the library grounds.
6. Report of Treasurer - Harriet Grenier
 - Accounting report was distributed and reviewed.
 7. Report of Town Manager – Bill Shepeluk
 - Discussion of the possibility of 'Downtown Designation' status and potential impact on the Library.
 - Bookmobile: Bill will meet with Rec department staff and review the schedule, purpose, and benefits of the Bookmobile, and how it can continue to be positively incorporated into the Rec's summer program.
 8. Report of Library Director – Mary Kasamatsu
 - Report distributed and highlights reviewed:
 - Mary K. and Jan will meet with Christine Graham on 6/16.
 - MOU with FOL re: role of treasurer in campaign. Mary K. expects to hear from Jeff Kilgore to further discuss.
 - There are new locks on all the library doors.
 10. New Library Space.
 - Preparations for feasibility study. Mary Miller offered her experience and guidance.
 - Gain support of community leaders, longtime residents, and activists – update them on project and goals. Ask for their support (incorporate their names into materials/publicity if possible).
 - Incorporate naming rights.
 - Companies. Awareness of project and goals. Possibility of challenge grant.
 - School alumni groups.
 - Federal programs. Speak with legislators.
 - Mary K. distributed Waterbury checklist. **Action:** Commissioners to review and identify community individuals whom we would like to update regarding the Library Campaign project and goals, and inform of potential opportunities.
 11. Personnel.
 - The format for personnel review will not change. **Action:** Jan will forward the forms to the Commissioners.
 12. Other Business.
 - Fire drills. Should staff have fire drills? **Action:** Mary K. will contact the fire department ask for advice re: Library fire drills and safety.

13. Meeting adjourned. 7:20 pm

14. Next meeting. July 11, 2006

Respectfully submitted,

Carolyn Walters Fox