

AGENDA -- PROGRAM DEVELOPMENT COMMITTEE

EAST HADDAM PUBLIC LIBRARY SYSTEM

OCTOBER 3, 2014 – 9:00 am

1. Historical Library Update
2. November Staff Program
3. Future Program Plans
4. New business

MINUTES

IN ATTENDANCE: Dawn Barlow; Michael Gilroy; Christine Antaya

HISTORICAL LIBRARY UPDATE: The cupola has been repaired. The work did not have any effect on the Historical Room. Repairs were not as serious as previously believed. A broken window which was letting rain in was replaced and the cupola was re-painted and the base repaired. The building was painted and cleaned and the next job is to work on the shutters.

Members reviewed the list of recommendations developed in March for the Historical Room:

The air-conditioner has been purchased and we will now order new blinds for the windows.

A copy of the Historical Room Inventory should be made and stored at the Moodus Branch.

We are a member of the CLC Library Consortium.

In a future grant to the CT State Library CIG program consider including funds to hire someone to repair books in need of repair.

In next year's budget consider including funds for over-size shelving for the scrapbooks and document cases.

Acid-free boxes can be purchased from Demco.com. Chris will measure the size boxes we need for the closet materials and let Michael know what we need to purchase. Michael will order 24 tall book ends. Dawn will provide new white gloves for visitors to wear when examining pictures etc.

Dawn will talk to Laurie about the financial records which are stored in both libraries and come up with a strategy and plan for them.

Development of a disaster plan should be put under new business at our October meeting.

A photo of the renovated cupola should be sent with the thank you for the donor of the funds for the repair.

NOVEMBER STAFF APPRECIATION PROGRAM:

Will be discussed at the October Board of Trustees Meeting next week.

FUTURE PROGRAM PLANS: Look at survey results for library program suggestions from the community. Our Ideas: Hold a regular Technology night so that the public can come in for help with technology skills. Perhaps a high school student can do this for service hours. Advertise the new Book Club. Hold a

Computer Research workshop. A workshop on how to do genealogical research. Have a big program outside of the buildings with a popular speaker and as a fund raiser.

NEW BUSINESS: Reviewed our committee charge (p.9, Trustee Manual). Our current collection strategy is to review NYT's best seller list and continue our standing orders for certain authors. Focus on the overview of the new LION Consortium, perhaps creating a power point presentation and hand out to explain it to staff, board members, and the public.

Meeting adjourned at 10:05 am.