

**SIMSBURY PUBLIC LIBRARY- BOARD OF TRUSTEES**  
**Town of Simsbury, Connecticut**  
**Regular Meeting Minutes**  
**Monday, November 20, 2023**  
**Simsbury Public Library – Weatogue Room and Zoom**

**Present:** Lisa Miceli, Director of Simsbury Public Library; Kathleen Miller, Chair of the Library Board of Trustees; Holly McGrath, Secretary of the Library Board of Trustees; Greg Golinski, President of the Friends; Library Board of Trustees: Tolly Gibbs, Mary Glassman, Marianne O’Neil, Mark Orenstein, Colleen Yates, Laurie Shinaman and Rebecca Schultz.

**Absent:** Polly Rice, Vice Chair of the Library Board of Trustees; and Dave Blume.

**CALL TO ORDER** – Ms. Miller called the meeting to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

All present stood for the Pledge of Allegiance.

**APPROVAL OF MINUTES – October 16, 2023**

**MOTION:** Ms. O’Neil made a motion, seconded by Ms. Yates, to accept the Minutes of the October 16, 2023, Regular Meeting, as written. Ms. McGrath abstained. The motion carried.

**PUBLIC AUDIENCE**

Laurie Shinaman and Rebecca Shultz will both be sworn into the Library Board of Trustees on December 4<sup>th</sup>.

**COMMUNICATIONS**

Ms. O’Neil recognized three Library Board of Trustees Members:

**Chair Kathleen Miller**

Ms. O’Neil highlighted Ms. Miller’s leadership, service as a regular Board member, and being a previous President of the Friends.

**Mark Orenstein**

Ms. O’Neil highlighted Mr. Orenstein’s service as a regular Board member, his talent with technology saving the Library funds during the computer upgrades, and his activity with the Friends.

## **Dave Blume**

Ms. O'Neil highlighted Mr. Blume's service as a regular Board member and his leadership when developing and building the new library.

## **FRIENDS' REPORT**

Mr. Golinski invited the Board to the annual Library Employee luncheon celebration on Thursday, December 14<sup>th</sup>, from 12-2 P.M, in the Friends Meeting Room at the Library.

## **CHAIR'S REPORT**

No Chair's Report.

## **DIRECTOR'S REPORT**

Ms. Miceli reported:

The Association of Connecticut Library Boards' "Board Basics" webinar will be on Wednesday, November 29<sup>th</sup>, from 7-8:30 P.M. She urged trustees to attend as it is a good refresher and also provides a good foundation for new trustees.

After two failed recruitments for Part Time Adult Services Librarian they are considering expanding the position requirements, including increasing the minimum number of hours per week from four to eight and allowing students in their final year of their MLS programs to apply.

The grant for Connecticut Humanities for the mobile cooking cart was submitted November 3<sup>rd</sup>, and notification will be in January.

She would like to correct the number of people who participated in Library events from 75,000 to 48,000.

66% of Simsbury residents have a Library card, compared to the state average of 35%. Her goal is to get to 75%.

Starting December 1<sup>st</sup>, patrons will have access to the Library Speakers Consortium. It's a product that will provide via the Library's website with patron's library card numbers two live virtual author events per month, archived virtual author talks back to 2015, as well as public performance rights should the Library wish to use the author talks in programming.

Rachel Gravel, Head of Borrowing and Technical Services presented two programs at the New England Library Association Conference. She presented on the successful outreach of the Book Bike and how to make disenfranchised groups of people feel welcomed at the Library through the collections.

BCC Coordinator, Cyn Thomas, is attending a virtual Business Librarian's Round Table, has met with Raymond Lagan, the Executive Director of the Chamber of Commerce, and she has signed up for the Connecticut Library Association Mentorship program.

## **BUDGET 2023-2024**

Ms. Miceli stated that the elevator is on schedule for refurbishment around Christmas/New Year's.

## **COLLECTION DEVELOPMENT & MAINTENANCE POLICY**

**MOTION:** Ms. McGrath made a motion, seconded by Mr. Orenstein, to approve the revisions for the Collection Development & Maintenance Policy. The motion carried unanimously.

## **FOOD POLICY UPDATE**

Ms. Miceli stated that it has achieved the intended outcomes.-

She would like to add that the bench outside of the Children's Department by the elevator is also a place for food consumption.

**MOTION:** Ms. O'Neil made a motion, seconded by Ms. McGrath, to approve the revision for the Food Policy Update. The motion carried unanimously.

## **STRATEGIC PLAN REVIEW**

Ms. Miceli stated the statistical data is from all the Director's Reports from the time they adopted this Strategic Plan until last month.

She would like to add "Non-Profits" to Goal #4.

**MOTION:** Ms. O'Neil made a motion, seconded by Ms. Glassman, to approve the revision to the Strategic Plan. The motion carried unanimously.

## **BUDGET FY 2024-2025**

Ms. Miceli stated that it is due December 15<sup>th</sup>, but the Library's will not be in until December 19<sup>th</sup> after the Library Board of Trustees meeting on December 18<sup>th</sup>.

The Town is incorporating "Performance Measures" into the budget submission as a pilot. The Library is one of the pilot departments.

**MOTION:** Ms. Miller made a motion, seconded by Ms. McGrath, to go into Executive Session. The motion carried unanimously.

The Board went into Executive Session at 7:28 P.M.

## **EXECUTIVE SESSION**

**MOTION:** Ms. O'Neil made a motion, seconded by Ms. Glassman, to close Executive Session. The motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Ms. Yates made a motion, seconded by Ms. McGrath, to adjourn the meeting. The motion carried unanimously.

Ms. Miller adjourned the meeting at 7:37. P.M.

Respectfully Submitted,

Amanda Blaze  
Commission Clerk