

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY REGULAR MEETING MINUTES
Monday, November 21, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Chairman Marianne O'Neil, David Blume, Anne Erickson, Charmaine Glew, Linda Johnson, Lauren Miller, Mark Orenstein, Polly Gardow Rice, and Gail Ryan; Friends of the Library Director Liaison Vinod Gadhia and Library Director Lisa Karim.

ABSENT: Polly Gardow Rice.

1. CALL TO ORDER – ESTABLISH QUORUM:

Chairman Marianne O'Neil called the meeting to order at 7:04PM.

2. PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

3. APPROVAL OF MINUTES – OCTOBER 17, 2016:

The October 17, 2016 Regular Meeting Minutes should be amended as follows:
Anne Erickson should be listed as present;

- The Motion made under Agenda Item #5 should indicate that it was Ms. Johnson who seconded it;
- Second Page, Second Paragraph, Fourth Line, the portion of text that reads, "...*Metro Bi's...*" should instead read, "...*Metro Bis...*";
- Second Page, Fourth Paragraph, First Line, the portion of text that reads, "...*Annual Association of Library Boards Conference...*" should instead read, "...*Annual Connecticut Association of Library Boards Conference...*";
- Second Page, Ninth Paragraph, Third Line, the portion of text that reads, "...*working with Department of Public Works Director Tom Roy on repaving the parking lot...*" should instead read, "...*working with Department of Public Works Director Tom Roy to submit CNR requests for repaving the parking lot...*";
- Second Page, Last Line, the portion of text that reads, "...*imposing a 2.63% increase, or \$900...*" should instead read, "...*imposing a 2.63% increase, or approximately \$900...*"; and
- Third Page, Second Paragraph, Sixth Line, the portion of text that reads, "...*She noted that the Library is currently seeking to hire a temporary part-time consultant...*" should instead read, "...*She noted that the Library is working with Simsbury Main Street Partnership to hire a temporary part-time consultant...*".

MOTION: Ms. Ryan, Ms. Erickson second, to approve the October 17, 2016 Minutes as amended; unanimously approved.

4. PUBLIC AUDIENCE:

None.

5. COMMUNICATIONS:

Ms. Karim shared a Thank You note from one of the volunteers whose husband passed away. This volunteer traditionally participates in a "lunch bunch" with other volunteers. Those fellow volunteers donated money in his name for the purchase of books, according to Ms. Karim.

Additionally, Ms. Karim shared a note from a patron who provided positive feedback regarding the new library card policy.

6. FRIEND'S REPORT:

Mr. Gadhia reported that a Library Staff Appreciation Luncheon will be held on December 8, 2016. He noted that folks are invited to the luncheon in the Program Room commencing at noon.

Mr. Gadhia reported that the Friends now have business members and new business members and encourage this Board to encourage their business friends to sign up. He also reported that the Friends are hosting several book discussions, noting the one occurring simultaneously with this meeting featuring Janice Lee. Mr. Gadhia reported that Anne Garrels will also be visiting the Library.

7. CHAIR'S REPORT:

Ms. O'Neil reported that she, Ms. Ryan, and Ms. Gardow Rice attended the Connecticut Association of Board of Library Trustees. Ms. O'Neil reported that she and Ms. Gardow Rice attended the legislation program. Ms. Ryan noted that she went to a program on strategic planning.

Ms. O'Neil distributed a chart laying out the responsibilities of each branch of the Library: the Library Director, the Trustees, and the Friends. She also praised the Investor Angels Reception hosted by the Friends.

8. DIRECTOR'S REPORT:

Ms. Karim questioned whether any of the Trustees had any questions on the Director's Report or Statistics summary previously emailed to them from her. She noted that the Library's Annual Report was submitted to the State last week for FY16. Additionally, she reported that the lower level improvement project was submitted to the Capital Plan for next year. Ms. Karim explained that the two CNR requests for the parking lot repaving and the upgrade to the exhaust fans in the public restrooms was submitted by the Department of Public Works.

Ms. Karim reported that her staff is looking into getting a dishwasher for the kitchen so that toys in the Children's Room can be disinfected. She explained that it is already set up to have one.

Ms. Karim reported that she had attended the New York Library Association Conference in the beginning of November. She noted that one of the highlights was seeing one of the candidates for Head of Children's Services present two workshops, one on steam programming and one on coding opportunities for kids. As a direct result of something she gleaned from one of the workshops at this conference, Ms. Karim reported that the Library will now present certificates to the people who complete technology classes.

9. BUDGET:

The Budget was briefly reviewed by the Board.

10. INNOVATORS' WORKSHOP:

Ms. Karim reported that her staff is working on revising the Innovators' Workshop page on the website. She noted that there is now a list of all classes which will be linked to the calendar.

11. STRATEGIC PLANNING:

Mr. Blume passed around a copy of a mockup of the Strategic Plan, in color. He explained that about seventy-five color copies will be printed and distributed to this Board, the Board of Selectmen, the Friends, and all the members of the Strategic Plan Committee. Additionally, one hundred black and white copies will be printed and available, too.

The latest edited version was reviewed by the Board. Mr. Blume discussed the slight changes made to the document since the last time they reviewed it. Various minor edits were suggested and agreed to by the Board.

MOTION: Ms. Miller, Ms. Johnson second, to approve the Strategic Plan for 2017-2021 as drafted; unanimously approved.

Ms. O'Neil remarked that hopefully Mr. Blume and Ms. Johnson can get on the Board of Selectmen January meeting agenda to present them with their copy and go through it, in advance of budget season.

12. PLANNING COMMISSION PLAN OF CONSERVATION AND DEVELOPMENT DISCUSSION:

Ms. O'Neil reminded the Board that the Planning Commission was seeking input through the Town's website regarding the update to the Plan of Conservation and Development. Ms. O'Neil noted that the Planning Commission held a kickoff meeting in early November and remarked that she would like to have Library representation at one of the other three meetings that will be scheduled.

The flow of traffic through the Library parking lot was briefly discussed.

13. PROPOSED 2017 REGULAR MEETING SCHEDULE:

The following proposed 2017 regular meeting dates were reviewed:

- January 9, 2017
- February 6, 2017
- March 20, 2017
- April 17, 2017
- May 15, 2017
- June 19, 2017
- July 17, 2017
- August 21, 2017
- September 18, 2017
- October 16, 2017
- November 20, 2017
- December 18, 2017

MOTION: Ms. Erickson, Mr. Blume second, to approve the proposed 2017 Regular Meeting Schedule; unanimously approved.

14. FRIENDS FINANCIAL SUPPORT FY16:

Ms. Karim reported that the total support the Friends provided in FY2016 was \$72,965.

MOTION: Ms. Glew, Mr. Blume second, to acknowledge with great gratitude, and formally accept, the Friends support for FY2016 the sum of \$72,965; unanimously approved.

15. E-RATE:

Ms. Karim reported that she participated in a webinar hosted by the State Library and the Connecticut Education Network on filtering. She shared highlights of the information she had gathered from the webinar.

Ms. Karim explained that if a determination is made that with the number of PCs the Library has requires the purchase of extra equipment, she would not deem the E-Rate benefits worth it. She noted that if Rick Bazzano can supply the Library with the SSID which would be unfiltered, then she would deem the switch to be worth it.

16. EXECUTIVE SESSION (IF NEEDED):

None.

MOTION: Ms. Glew, Ms. Erickson second, to adjourn at 8:21PM; unanimously approved.

Respectfully submitted,

**Pamela Colombie
Commission Clerk**