

**Simsbury Public Library - Board of Trustees**  
**TOWN OF SIMSBURY REGULAR MEETING MINUTES**  
**Monday, August 21, 2017 at 7:00 P.M.**  
**Simsbury Public Library - Program Room 2**  
**725 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** Chairwoman Marianne O'Neil, Vice Chairwoman Anne Erickson, David Blume, Charmaine Glew, Linda Johnson, Lauren Miller, Polly Gardow Rice, Gail Ryan and Library Director Lisa Karim.

**ABSENT:** Vinod Gadhia and Mark Orenstein

**1. Call to Order - Establish Quorum**

Chairwoman O'Neil called the meeting to order at 7:00 P.M.

**2. Pledge of Allegiance**

All present stood for the Pledge of Allegiance.

**3. Approval of Minutes - July 17, 2017**

The July 17, 2017 Minutes include the following changes:

- Under *Director's Report*, in the second paragraph, the last sentence should read, "Ms. Karim shared some guidelines for the teen space, noting that they are not rules per se, explaining that she was happy the teens felt comfortable in the space, but sometimes need reminders that the area is for work."
- Under *Director's Report*, in the last paragraph, the last sentence should read, "Ms. Karim agreed, noting that many of the Library's collaborations are in place because Ms. Nagy orchestrated them and kept them strong."
- Under *Conference Travel*, the first sentence should read, "Ms. Karim explained that the Library has staff that are on national library committees and are required to attend or present at national library conferences."
- Under *Conference Travel*, the third sentence should read, "Ms. Karim sought confirmation that should Town funds not be available to send professional staff to required conferences..."
- Under *Conference Travel*, the Motion should read, "Mr. Blume, Ms. Ryan second, to authorize the cost of attendance for professional staff required to attend national library conferences..."

**MOTION:** Ms. Ryan, Mr. Blume second, to approve the July 17, 2017 Minutes as amended; unanimously approved.

**4. Public Audience**

None

## **5. Communications**

Various newspaper articles relating to Simsbury Public Library were passed around for review.

## **6. Friends' Report**

Ms. Glew noted that anyone who wants to sign up to work at the Book Sale can do so now. Chairwoman O'Neil also noted that Roger Preston, who worked so many years for the Book Sale, passed away. Mr. Blume added that Charlie Dahlberg's wife passed away.

## **7. Chair's Report**

Chairwoman O'Neil noted that looking ahead to the November election, there are two people on the Board who are not running for re-election, Mr. Blume and Ms. Glew. She added that she would like to host a dinner for them at her home on December 11, 2017 at 6:30 P.M.

## **8. Director's Report**

Ms. Karim began by noting that Carol Freeman is in the hospital. Sue Mazurski will be helping out in the meantime.

Next month, Sarah Loudenslager, Business Resource Center Coordinator, will be joining the Board Meeting to give the annual Business Resource Center (BRC) report.

Delivery is still an issue. As of last week, Simsbury Library has the second largest backlog, behind West Hartford, with twenty-eight boxes. The LCI library directors met on Friday and they have approved allocating some funds for a supplemental delivery service to clean out every so often during this interim period. That should help alleviate some of the backlog.

Ms. Karim remarked that circulation of physical materials is up almost five percent over July of last year. And the Digital downloads show an increase as well.

She updated the Board on a few recent staff changes, including the addition of Sahar Khan, the new Part-time Reference Librarian, and the resignation of Gina Morgan, Part-time Library Services Assistant. There are currently thirty-two applicants for that position, which closes tomorrow. In addition, Kaydrie Lagan, Part-time Circulation Assistant, began today.

Mr. Blume commented on the increased number of programs involving local businesses. He also commended the Library on its solar eclipse program, noting how well done it was.

Finally, Ms. Karim noted she has added program numbers to the statistics, including number of programs and program attendance.

## **9. Budget**

In the year-end finance report, Ms. Karim remarked that the Library ended the year in better shape than they thought they would.

## **10. Technology Plan**

There were not many changes or revisions to the Plan. Chairwoman O'Neil commented on the wording in the *Technology Vision Statement* section, specifically the wording "knowledge

creation.” It was agreed to change it to “knowledge sharing.” Ms. O’Neil also thought the word “our” in the second sentence of the *Objectives of this Plan*, should read, “its.” In the *Budget* section, it was decided to change the wording in the second sentence to read, “...understands the need to prioritize...”.

**MOTION:** Mr. Blume made a motion to accept the Technology Plan as amended. Ms. Ryan seconded it. All were in favor and the motion passed.

#### **11. CT State Construction Grant**

Ms. Karim updated the Board noting that documents are being pulled together. The Board of Selectman approved two resolutions that were required for the Grant, one to empower Lisa Edward to apply for it and the other to approve matching funds to be available within three years if the Grant is approved. The project would start within eighteen months. Ms. Miller has been working on this and has spoken with the Town Planner for projections for population, which may shift census demographics. Chairwoman O’Neil added that the Grant requires that a Library Building Committee be appointed and this has been approved by the Board of Selectmen. It will include Ms. O’Neil, Ms. Glew, Mr. Blume, Ms. Miller, Friends President Bridgett Herzog and Town Engineer Jeff Shea.

#### **12. Acceptance of Gift from the Friends of the Simsbury Public Library**

**MOTION:** Ms. Miller made a motion to accept with heartfelt thanks the Gift of ninety-five thousand dollars from the Friends of the Simsbury Public Library to pay for the architectural design and work associated with constructing the lower-level meeting space. Ms. Johnson seconded the motion. All were in favor and the motion passed unanimously.

**MOTION:** Mr. Blume made a motion to adjourn the meeting at 7:40 P.M. Ms. Erickson seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Karen Haberlin  
Commission Clerk