

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, October 17, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Chairman Marianne O’Neil, David Blume, 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: Anne Erickson.

1. CALL TO ORDER – ESTABLISH QUORUM:

Chairman Marianne O’Neil called the meeting to order at 7:00PM.

2. PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

3. APPROVAL OF MINUTES – September 19, 2016

The September 19, 2016 Regular Meeting Minutes should be amended as follows:

First Page, First Paragraph, Anne Erickson should be added to “Present”;

First Page, Second Paragraph, Anne Erickson should be removed from “Absent”;

First Page, Fourth Paragraph, the paragraph detailing the introduction of Mr. Gadhia beginning with the text “...Friends of the Library Director Vinod Gadhia was...” should be located immediately following the Pledge of Allegiance, leaving the “Bert Kaplan Remembrance” paragraph to stand alone;

Second Page, First Paragraph, in the first, third, and fourth line, the word, “Veynod” should be replaced with the word “Gadhia”;

Second Page, Eighth Paragraph, under *Budget*, the portion of text that reads, “... She noted that the Library ended the year with \$31K unspent but has put procedures in place to track it better, beginning in January...” should be replaced with “...She noted that the Library ended the year with \$31K unspent but has put procedures in place to spend it more effectively this year...”;

Third Page, Third Paragraph, third line, the portion of text that reads, “...for Town Hall...” should instead read “...to Town Hall...”.

MOTION: Ms. Glew, Ms. Erickson second, to approve the September 19, 2016 Minutes as amended; unanimously approved.

4. PUBLIC AUDIENCE:

None.

5. SIMSBURY PUBLIC LIBRARY RECOGNITION/NATIONAL FRIENDS OF LIBRARIES WEEK:

Ms. Karim reported that National Friends of Libraries Week started yesterday, and noted that she wanted to formally recognize Friends of Simsbury Public Library for all that they do for the Library.

MOTION: Mr. Blume, Ms. Johnson to recognize all the value and the contributions that the Friends of Simsbury Public Library make to the Library, noting that without their help and support, the Library would be unable to have the programs that they do or maintain the facility; unanimously approved.

6. COMMUNICATIONS:

Ms. O'Neil distributed newspaper articles covering the Library's music programs including the Valley Press' September 22, 2016 article on the Jazz Trio as well as one from the Valley Press' September 29, 2016 article. Ms. Karim distributed an article from the Greater Hartford MiniMaker Faire at Tunxis Community College contained in a Valley Press article on October 13, 2016 as well as one from The Hartford Courant Community Section from October 6, 2016.

7. FRIEND'S REPORT:

Mr. Gadhia reported that a Board meeting of the Friends has not occurred since the Trustees last met on September 19, 2016. He noted that the Investor Angels Group of the Friends will be meeting in the Maker Space Room this week to enjoy a tour of the new space and will then hold a reception at Metro Bi's immediately afterwards.

Ms. Glew reported that while final tallies on the recent Book Sale were not available yet, sales were not as good as previous years possibly because of the change of dates.

8. CHAIR'S REPORT:

Ms. O'Neil reminded the Board about the Annual Association of Library Boards Conference scheduled for November 4, 2016. She reported that fellow Board member Gail Ryan will be honored as an outstanding Trustee for her lifetime achievement. Ms. Ryan was congratulated by the Board.

Ms. O'Neil reported that at the November meeting, the Board will be voting on a schedule for the 2017 regular meetings. She distributed a draft schedule, noting that all but the January and February meetings will be held on the third Monday of the month.

Ms. O'Neil reported that a budget hearing workshop has been scheduled for March 4, 2017.

Ms. O'Neil noted the request received from the Planning Commission to participate in a survey as they update the Plan of Conservation and Development. She noted that the Board can discuss this at next month's meeting. The Planning Commission is hosting "listening sessions" as they work on the POCD, according to Ms. O'Neil. It was agreed that representatives from this Board should attend.

9. DIRECTOR'S REPORT:

Ms. Karim noted that Part-time Circulation Assistant Liz Nardi is resigning effective October 31, 2016 due to scheduling conflicts. She also reported that the Service Animal Policy had gone to the Town Attorney who subsequently approved it. It may now be found on the Library's website, according to Ms. Karim.

Ms. Karim reported that the Veterans Memorial is scheduled to be completed on time. Ms. Karim reported that information on capital projects as well as the capital non-recurring need to be submitted to the Town by November 1, 2016. She noted that she has been working with Department of Public Works Director Tom Roy on repaving the parking lot as well as installation of an exhaust system for the upper level restrooms.

10. BUDGET:

Ms. Karim distributed copies of a budget report. Mr. Blume questioned whether Ms. Karim had any concerns with any particular line items. She indicated that she did not. She noted that she was already aware that Library Connection will be imposing a 2.63% increase, or \$900, in

Simsbury's assessment. Additionally, Ms. Karim reminded the Board that the CEN charge for telecommunications will be rising to \$5K from \$1100, noting that the Board may want to reconsider E-rate and filtering. This discussion will likely occur in January according to Ms. Karim.

11. INNOVATORS WORKSHOP:

Ms. Karim reported that the Maker Space was running a little bit behind schedule but was hopeful that it would be completed in time for Thursday evening's Friends' tour of the area. She noted that the staff is in the process of setting up software for reserving the space, and also establishing procedure to train the public prior to their using equipment. Ms. Karim reported that the application to hold a MiniMaker Faire was submitted approximately four or five weeks ago and that it generally takes about six weeks to learn whether it is approved. She noted that the Library is currently seeking to hire a temporary part-time consultant to function as an event planner for the fair.

12. STRATEGIC PLANNING:

The possible Vision and Mission Statements of the Strategic Plan were then reviewed and discussed.

MOTION: Mr. Blume, Ms. Glew second, to adopt the following as the Vision Statement: *The Simsbury Public Library inspires our community to discover and connect, enriching lives while approaching the future together.* Additionally, the following tag line will be used: *INSPIRE, DISCOVER, CONNECT*; unanimously approved.

MOTION: Mr. Blume, Ms. Miller second, to adopt the following as the Mission Statement: *The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources, and experiences.*; unanimously approved.

Goals 1 through 6 of the Plan were discussed and reviewed. It was noted that the sequencing of the goals was purposeful, in that the order directly corresponds to the priorities that emerged from the compilation of the data from the community surveys.

Ms. O'Neil noted that in Goal 1, the intergenerational aspect of the goal is mentioned in the first sentence but is then not addressed again. She questioned whether a blurb about expanding programs to foster deeper understanding of generational differences should be included. Mr. Blume pointed out, and all agreed, that 2b of Goal 1 ought to be reviewed. The word, "all" ought to be inserted prior to the word "underserved" in 2c of Goal 1.

With respect to Goal 2, #2 ought to read, "Ensure technology offerings meet...", noting that the word "the" shall be omitted. It was also noted that in Goal 2, 2d ought to read, "...services, programs, 24/7 whenever possible." Additionally, under Goal 2, it was agreed 2a ought to read, "...replace hardware and software in order to ensure maximum usability." Another change agreed to regarding Goal 2 is that 4a should read, "Increase programming in various locations...". Finally, Goal 2, 4c ought to read, "...pursue partnerships with other organizations to provide..."

Trustees agreed to remove the hyphen and add the word, "through", in Goal 3 so that it will read, "Satisfy Curiosity Through Lifelong Learning". The second line of Goal 3 should change the orders of the clauses so that it will now read, "The library offers a wide variety of programs in addition to the Library's extensive collection of print materials and digital resources that provide unlimited information." The phrase in Goal 3, 1b should change to, "Actively engaging

participants through..." prior to the phrase, "hands-on offerings." Another change discussed in Goal 3 was to change item 2 to "Increase services to teens, millennials and seniors".

When discussing Goal 4, the phrase "seat at the table" was reviewed. It was agreed to take the quotation marks away. Mr. Blume noted that an alternative to that phrase will be reviewed. It was also noted that item 3 of Goal 4 should be tweaked to add "of community issues" to the end of that bullet point.

Item 5 of Goal 5 was discussed and it was agreed to add the phrase "and not-for public" after the fourth word.

The last line of the first paragraph of Goal 6 should read, "...to fully participate in community decision making."

13. PROGRAM SPACE EXTENSION:

Ms. Karim reported that the architects met on October 7, 2016 with Mr. Roy and then also with representatives from the Friends of Simsbury Library to garner feedback regarding adding Program Space to the sorting area of the Friends. She noted that the architects will return on November 10, 2016 to meet again with the Friends.

14. EXECUTIVE SESSION (IF NEEDED):

No Executive Session occurred.

MOTION: Mr. Blume, Ms. Glew second, **to adjourn at 8:36PM; unanimously approved.**

Respectfully submitted,

**Pamela Colombie
Commission Clerk**