**Simsbury Public Library – Board of Trustees**

**TOWN OF SIMSBURY REGULAR MEETING MINUTES**

**Monday, December 19, 2016 at 7:00PM**

**Simsbury Public Library – Program Room**

**725 Hopmeadow Street, Simsbury, CT**

**PRESENT:** Chairman Marianne O’Neil, David Blume, Charmaine Glew, Lauren Miller, Mark Orenstein, Polly Gardow Rice, Friends of the Library Liaison Vinod Gadhia and Library Director Lisa Karim

**ABSENT:** Anne Erickson, Linda Johnson, Gail Ryan

**1.CALL TO ORDER – ESTABLISH QUORUM**

 Chairman Marianne O’Neil called the meeting to order at 7:05PM.

**2. PLEDGE OF ALLEGIANCE**

All present stood for the Pledge of Allegiance

**3. EXECUTIVE SESSION**

No Executive Session was held.

**4. APPROVAL OF MINUTES – NOVEMBER 21, 2016**

The November 21, 2016 Regular Meeting Minutes should be amended as follows:

* Polly Gardow Rice should be removed from the list of those present.
* FRIENDS REPORT-second paragraph, first sentence remove…”and new business members” and encourage should read encouraged
* FRIENDS REPORT-second paragraph, last sentence …”Anne Garrels will also be visiting” should read “Anne Garrels may be visiting”
* CHAIR’S REPORT-second paragraph, first sentence…”each branch” should be “each supporting organization”
* DIRECTOR’S REPORT-first paragraph, last sentence..”public restrooms was” should read “public restrooms were”
* DIRECTOR’S REPORT-second paragraph, first sentence…following …disinfected” “, as well as allowing now circulating cake pans to be sanitized and items used at events to be washed” should be added
* DIRECTOR’S REPORT-last paragraph, second sentence..”steam’ should read “STEAM”
* DIRECTOR’S REPORT-last paragraph, last sentence…”as a way of more formally recognizing the attainment of tech and job skills” should be added to the end.
* STRATEGIC PLANNING-first paragraph, second sentence should read…”the Friends Board and all members of the Strategic Planning Committee”
* STRATEGIC PLANNING-fourth paragraph, first sentence…”Ms Johnson” corrected to “Ms Ryan”
* FRIENDS FINANCIAL SUPPORT FY16 MOTION-should read “for FY2016 in the sum of…”
* ERATE-second paragraph, first sentence…”determination is made that with” should read “determination is made if” and “worth it” at the end of the sentence should read “cost effective”

**MOTION:** Mr Blume, Mr Orenstein second, to approve the November 21, 2016 Minutes as amended; unanimously approved.

**5. PUBLIC AUDIENCE**

None

**6. COMMUNICATIONS**

Ms Karim passed around thank you correspondence from Simsbury Celebrates for

 the Library’s participation in the 2016 event and McLean Auxiliary for the Children’s

 Department’s contribution of a wreath to this year’s Wreath Sale.

**7. FRIENDS REPORT**

Mr Gadhia reported that more than 50% of the Library staff attended the Holiday

 Staff Appreciation Luncheon presented by the Friends.

**8. CHAIR’S REPORT**

Mrs O’Neil thanked the Friends of the Library for the wonderful Holiday Staff

 Appreciation Luncheon.

**9. DIRECTOR’S REPORT**

 Ms Karim asked if there were any questions regarding the Director’s Report and

 Statistics previously emailed by her. She reminded the Trustees that the Library

 would be closed 12/23-26 and 1/1-2.

**10. BUDGET**

The November Finance Report and Income Statement were

 reviewed by the Board.

 Ms Karim indicated that a preliminary draft of the FY18 budget reflected a 2.2%

 increase over FY17, $33,896. 1.8%, $28,526, of the increase is a result of

 contractual salary obligations. The budget will be presented in detail at the January

 9 Library Board Meeting.

**11. INNOVATORS’ WORKSHOP**

Ms Karim reported that more people are being trained on the equipment each day.

**12. ERATE**

Ms Karim reported that Mr Bazzano, Town Head of IT, has indicated the Library

 could use a separate SSID for unfiltered internet use on a case by case basis

 should the Library decide to apply for Erate and be required to filter. This solution

 would not require any additional costs. After discussion, the consensus was to use

 the coming year to investigate and possibly implement cost savings solutions for

 Internet service rather than applying for Erate. Then evaluate the Erate decision

 again next year.

**MOTION:** Ms Glew, Mr Blume second to adjourn the meeting at 7:45PM; unanimously approved.

Respectfully submitted,

Lisa Karim

Library Director