

**Simsbury Public Library – Board of Trustees  
TOWN OF SIMSBURY REGULAR MEETING AGENDA  
Monday, February 6, 2017 at 7:00PM  
Simsbury Public Library – Program Room 2  
725 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** Chairman Marianne O'Neil, David Blume, Anne Erickson, Lauren Miller (7:05PM), Polly Gardow Rice, and Gail Ryan; and Library Director Lisa Karim.

**ABSENT:** Charmaine Glew, Linda Johnson, Mark Orenstein and Friends of the Library Liaison Vinod Gadhia.

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

Chairman Marianne O'Neil called the meeting to order at 7:03PM.

**2. Pledge of Allegiance.**

All present stood for the Pledge of Allegiance.

**3. Approval of Minutes – January 9, 2017.**

The January 9, 2017 Minutes should include the following changes:

- First Page, Last Paragraph, Third Line, the portion of text that reads, "...However, a decision was made to go with the regular supplier who had provided an estimate of \$4900, according to Ms. Karim..." should instead read, "...However, following engineering review, a decision was made to go with the regular supplier who had provided an estimate of \$4900, according to Ms. Karim as the engineer deemed this estimate reasonable...";
- Second Page, Third Paragraph, Fourth Line, the portion of text that reads, "...Tech and Program Supplies Line in the Adult and Young Adult Department is almost \$10K over budget..." should instead read, "...Tech and Program Supplies Line in the Adult and Young Adult Department is almost \$1K over budget...";
- Second Page, Sixth Paragraph, the portion of text that reads, "...Ms. Karim reported that with respect to staffing, the current priority is to increase the number of part-time reference librarian hours..." should instead read, "...Ms. Karim reported that with respect to staffing, the current priority is to increase the number of part-time reference librarian hours by two hours per week, an increase of \$2,935...";
- Second Page, Eighth Paragraph, the portion of text that reads, "...She noted that repaving the parking lot was moved into the Capital Plan as well as upgrading phone system to a VoIP (voice over internet protocol), which will result in savings..." should instead read, "... She noted that repaving the parking lot was moved into the Capital Plan as well as upgrading phone system to a VoIP (voice over internet protocol). The upgraded phone system will result in savings..."

**MOTION:** Ms. Ryan, Ms. Erickson second, to approve the January 9, 2017 Minutes; Motion passed with Ms. O'Neil, Mr. Blume, Ms. Erickson, Ms. Miller, and Ms. Ryan voting aye while Ms. Gardow Rice abstained.

**4. Public Audience.**

None.

## **5. Communications.**

Ms. O'Neil presented copies of several recent Hartford Courant newspaper articles regarding the Library including one from January 19, 2017 entitled, "Kids Become Ballerina for a Day", one from January 26, 2017 entitled, "Activist Leads Discussion on Martin Luther King Day", and one from February 2, 2017 entitled, "Library Playgroup Inclusive for All Children".

## **6. Friend's Report.**

Ms. O'Neil reported that the Friends' Book Sale this year has been scheduled during Labor Day weekend. Mr. Blume reported that the Friends are switching banks to get a better rate. He noted that the Friends are still seeking a new president. Mr. Blume noted that a trip to the Museum of Fine Arts in Boston and to the New England Aquarium is scheduled for June 1, 2017. He also noted that participants are still being sought for the *Night of 1000 Stars*.

Mr. Blume also reported that the Friends had discussion about moving the location of the annual luncheon to a larger facility in anticipation of a larger crowd due to the inclusion of a very well-known author.

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

Ms. O'Neil reminded the Board that the budget meeting is scheduled for March 4, 2017.

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

Ms. Karim noted that she had emailed the Director's Report, the Stats Report, and the Finance Report. She reported that the Head of Children's Services began working this date. Ms. Karim noted that this individual joins Simsbury from the Fayetteville Library, noting that Fayetteville was one of the first libraries nationwide to have an innovation lab. Ms. Karim noted that the new Head of Children's Services brings with her a wide breadth of knowledge in teaching in technology and working with children in technology.

Additionally, Ms. Karim reported that the new part-time Reference Librarian, Diane Becker, will be the Logistics Coordinator for the Maker Faire. Ms. Karim reported that there a meeting of the Innovation Committee is scheduled for Thursday, February 9, 2017. She noted that the Westminster School, the Ethel Walker School and the Simsbury Historical Society will be attending this meeting.

Ms. Karim reported that a third HVAC unit has presented with problems. She explained that the most recent problematic HVAC unit is located in the Server Room. The Library is working with the Department of Public Works to determine whether such a large unit is necessary, according to Ms. Karim. She noted that a small unit appears likely, explaining that the replacement cost for the larger one is approximately \$10K.

## **9. Budget.**

Ms. Karim reminded the Board that last month she had reported that Equipment Maintenance is over budget as the savings from attrition in the Children's Department to replace the PCs in the Reference Department. She also reminded them that she had reported last month that the Tech and Program Supply Budget in the Adult/Young Adult Line is almost \$1K over.

She noted that the two payments, totaling \$10K, for the HVAC repairs have not come out of Equipment Maintenance yet.

#### **10. Budget FY2018.**

Ms. Karim reported that a preliminary budget meeting occurred last Friday, February 3, 2017. She reported that First Selectman Lisa Heavner issued a hiring freeze. Ms. Karim noted that the Library has a full-time position in the Children's Department vacant as well as a part-time position in the Adult Department – Circulation vacant. Ms. Karim noted that she received approval to hire in the Children's Department based on the fact that part-time people have been working over the allowed allotment of part-time hours for the year. Ms. Karim reported that by giving up the part-time position in Circulation, the Library was able to retain the rest of the proposed budget.

Ms. Karim reminded the Board that the Library's Capital Non-Recurring projects were moved into Capital. She noted that a request of \$120K was made for paving the parking lot as well upgraded exhaust fans for the public restrooms.

She noted that the painting of the entire interior of the library and re-flooring were moved into the Capital projects.

#### **11. Innovators' Workshop.**

It was noted that Ms. Becker worked in marketing and event coordination. Consensus of the Board was that the Library is fortunate to have such a qualified individual to coordinate the Maker Faire.

#### **12. Fine Free National Library Week.**

Ms. Karim explained that employees at the last staff meeting suggested that for National Library Week, the Library sponsor a Fine Free Week to allow patrons to return items, without penalty, which have been checked out for a while. She explained that the Library will email these individuals a week before to alert them of the materials that they have had outstanding and advise them of the fine free week.

**MOTION:** Ms. Ryan, Ms. Miller second, to suspend fines for overdue library materials for National Library Week in April; unanimously approved.

#### **13. Internet Service Options (CT State Library).**

Ms. Karim reported that the State Library is drafting an RFP (Request for Proposals) for internet service for any library that would like to be included. She noted that the letter indicated that libraries are under no obligation to order any of the services and that the Library will not necessarily have to apply for E-rate to take advantage of the services.

**MOTION:** Mr. Blume, Ms. Erickson second, to send the Internet Service RFP to Town Hall for legal counsel to review; unanimously approved.

#### **12. Executive Session (if needed).**

No executive session occurred.

**MOTION:** Mr. Blume, Ms. Erickson second, to adjourn at 7:35PM; unanimously approved.

**Respectfully submitted,**

**Pamela Colombie  
Commission Clerk**