

From: SimsburyCT Postings September 22, 2011 3:20:55 PM
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To: SimsburyCT_LibraryMin
Cc:

SIMSBURY LIBRARY BOARD OF TRUSTEES MEETING – Monday, September 19, 2011

PRESENT: Charmaine Glew, Bert Kaplan, Diane Madigan, Gail Ryan, Marianne O'Neil, Jeff Blumenthal, Joy Himmelfarb, and Anne Erickson. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. George Boissard, Friends Liaison.

The meeting was called to order at 7:10 P.M. by Mrs. Glew, Chair.

M. O'Neil moved the minutes of the June 20, 2011 meeting be approved.

Second: B. Kaplan. The minutes were accepted.

PUBLIC AUDIENCE: Diane Fiske, candidate for the Library Board.

ADDITIONAL AGENDA ITEMS: Mrs. Ryan moved that item #10 Vacation be added to the agenda. Second: D. Madigan. So moved.

COMMUNICATIONS: Mr. Kaplan shared information on the public library in Torrance, CA. Mrs. Ryan shared a newspaper article on "All Things in Public Libraries", such as loans of fishing rods and tackle. Mrs. Glew informed the Board of the CT Library Association Program at Middlesex Hospital – "Special Delivery – What Connecticut Special Libraries Have to Offer." She also informed the Board that Betty Forristall of the Ladies VFW has requested the use of Library space to sort and pack items they collect twice a year. The first request is from Columbus Day to Veteran's Day plus one week. The second request is from Mother's Day to Memorial Day plus one week. The sorting would take place during Library hours. After discussion J. Blumenthal moved, The VFW Ladies Auxiliary is given approval to use space for their first time period request – Columbus Day to Veteran's Day plus one week and then revisit their second time period request at a later date. Second: M. O'Neil. There were seven (7) yes votes and one (1) no vote. The motion passed.

D. Madigan shared information about a recent article related to the Town reviewing its long-term financial viability of existing retirement plans and costs and the benefits associated with making changes.

M. O'Neil has been approached about having a bench placed on the upper level. Mrs. Glew stated that Friends has placed on their wish-list a chair in the Program Room and a bench on the upper level. It was noted that any outside benches should match. A Boy Scout has expressed an interest in doing an Eagle Project and one option mentioned would be the removal of

vines off trees on the property and upgrading the trail to Boy Scout Hall. The sandwich signs in front of the building can sometimes be problematic when one blocks another and modifications on the placement of the signs was discussed. Mrs. Bullock mentioned that the Association of Connecticut Library Boards Trustees Leadership Conference is scheduled for November 10th and its topic is "Preparing Your Board for the Future."

Networking Ahead in Business featured an article on Jennifer Keohane.

REPORTS: Friends: G. Boissard reported on the success of the recent Book Sale which earned \$42,800. Mrs. Glew and her committee were thanked for all their hard work on the sale. The various programs sponsored by Friends

were reviewed and the possibility of planning a guided tour of the State Capitol Building was mentioned. Personnel: Mrs. Bullock reported that negotiations with the Library unions have reopened. Shawn Kimball and Thomas Cook are the Town staff working on this. The job assessments have gone out to all staff with a due date for late September. It is hoped that when these are in it will help in making the Library's case for staffing needs. Mrs. Bullock reported that recently there was an occupational injury. She has requested a meeting with the Board's Personnel Committee to review this as well as grievances that have been filed. Eric Blanchett is the new union representative from the State working with the local unions. Mr. Cook and Mr. Kimball are investigating and handling these issues. There was no Decorating report. Building: Mrs. Glew is waiting for the estimate for the key pad for the privacy door in the 'Maine Room. Parking: R. Sawitzke is out-of-town and there is no news on the parking situation. Landscaping: Friends has donated \$200 for plantings on the upper level. CHAIR'S REPORT: Mrs. Glew has met with Tom Cook to discuss the reclassification of the job descriptions. A Reclassification Task Force was formed to pursue this and its members are: C. Glew, J. Himmelfarb, G. Ryan and D. Madigan. They will be meeting with Mr. Cook and Mrs. Bullock to review this.

The completed Long Range Plan was distributed and a copy has been sent to Mr. Cook.

DIRECTOR'S REPORT: The building survived the earthquake and hurricane well. The 2010-2011 budget was 99.3% expended. Mrs. Bullock asked the Board's budget committee to review the current year's expenditures report as of September 2, 2011. A Funds Tracking Report was attached to her report and was reviewed. Mrs. Bullock will be addressing questions brought up by the Board. She will also look into the possibility of tracking any books that have been donated to the Book Sale and then to the Library. She reviewed the success of the summer reading program in both the Children's and Adult sections. Statistics were reviewed as well as Jennifer Keohane's Annual Report for the Business Resource Center.

The Library had a spot in the Town's tent at SeptemberFest manned by staff

while more staff worked to keep the building open during regular Library hours.

The question of extending the period of time to check-out TV shows (seasons) was also discussed. It can be difficult to watch a season's worth of programming in one week and the Director will look into what other libraries are doing. It is not possible to renew CD/DVDs on line and this is something else Mrs. Bullock will pursue.

VACATION: Mrs. Bullock does not take vacation during the budget process time (December-June) and she is requesting vacation time for October 3-7.

It was the consensus of the Board that this is fine as long as there is adequate coverage during that time frame. She will also seek Mrs.

Glassman's approval.

At 8:40 P.M. J. Blumenthal moved for adjournment. Second: B. Kaplan. So moved.

Anne Erickson, Secretary/es