

From: SimsburyCT Postings November 20, 2009 10:34:58 AM
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To: SimsburyCT_LibraryMin
Cc:

SIMSBURY LIBRARY BOARD OF TRUSTEES MEETING

Monday, November 16, 2009

THESE MINUTES HAVE NOT BEEN APPROVED BY THE LIBRARY BOARD

PRESENT: Anne Erickson, Gail Ryan, Bert Kaplan, Carol Bingham, Joy Himmelfarb, Babs Gardner and Charmaine Glew. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. Friends Liaison: George Boissard, Friends President: Monica Starrett, and newly elected Board members: Diane Madigan, Marianne O'Neil, Jeffrey Blumenthal.

Public Audience: David Blume.

The meeting was called to order at 7:10 P.M. by Mrs. Glew, Chair. Bert Kaplan moved the minutes of the October 19, 2009 meeting be approved with the following changes: ...Hiram Peck contacted Mrs. Bullock...; Mr. Boissard brought to the Boards's attention..., and Mrs. Gardner also attended the meeting to review policies. Mrs. Himmelfarb seconded the motion and the minutes were approved as changed.

There were no additional agenda items.

The newly elected Board members were introduced.

COMMUNICATIONS: A notice was received from Rich Sawitzke about the \$4,000 allotted for the parking lot drainage problem. Luise Bernkof of Friends sent a thank you for the good wishes sent by the Board.

Mrs. Bullock shared information from the Connecticut Library Association on the \$250,000 state cuts in library spending. She explained the process and noted that ConnectiCard and state aid funds were not cut.

Mrs. Glew received two complaints about the books stacked on the bottom shelves. The highest shelves can not be used, per the Fire Marshall, because of the sprinkler system.

REPORTS: Friends: Mr. Boissard reported that Friends next meeting is Thursday, November 19th. Mid-year sorting of books is in progress. He was asked to invite the Board to the Methodist Church's Thanksgiving Inter-Faith Service. A letter from Cheryl Donahue in the Simsbury Post noted the success of the children's summer reading program, sponsored by Friends, which provided facial surgeries to four children through the Operation Smile Organization.

Mrs. Glew reported that the plaques are in for the benches and clocks.

Personnel: There are no staff changes. Thirty-two evaluations have been completed. Mrs. Glassman has asked for an update on the year's goals and Mrs. Bullock will e-mail them to members.

Decorating: The blinds have been ordered and will be installed shortly. The estimate from Franklin Painting has not come in yet.

Building: The bids for the redesign of the staff room have come in and are: Montford: \$23,500; Spargo Builders: \$14,500, and D'Angelo Builders, \$18,586. Data wiring was not included in the bids. J. Himmelfarb moved that Jim Russo evaluate the bids and bidders at a cost not to exceed \$300. Second: B. Kaplan. Whether it is a legal necessity to have a designated rest area for staff will be researched. Staff objections is a consideration if the room is completely reconfigured. Mrs. Glew will proceed in researching state regulations, Friends funding, and discussion with Mrs. Glassman and the staff.

Hiram Peck will be invited to come to the December meeting regarding the renovation of the pond as was discussed during the Charette. Rich Sawitzke will be invited to the January meeting to discuss and show the plans for the driveway to be built between the Library and Boy Scout Hall. He has stated that money is still available. Tom Roy will be asked to attend the February meeting to review energy savings.

Landscaping: The check from Tina Flecke for the tree to be planted in memory of her mother has been received and the tree will be planted in the Spring.

Bruce Powell of the Tree Commission has suggested that the trees on the Library property should be fertilized. The cost would be about \$1,500 for the special fertilizer. The Board felt it was a necessary process because of the disruption to the trees during the construction of the expansion. C. Glew moved that the trees be fertilized. Second: C. Bingham. So moved. Joan Galliher has asked that when a new sign has been installed, if it would be possible to have the old sign so it could be refurbished and used in some way at Schultz Park. If that is possible the Board would be agreeable.

It appears some of the paperwork for the replacement of the sign has been misplaced. Mrs. Glew has spoken with Rich Sawitzke and he will again speak with the proper authorities at the DOT about the State regulations for replacing the sign.

Parking: The walkway is complete to Boy Scout Hall and the "pond" in the parking lot has been repaired.

There was no Chair's Report.

DIRECTOR'S REPORT: Mrs. Bullock's written report was reviewed and discussed. She is preparing the annual statistical report that goes to the State Library. Some of the statistics show a decrease in attendance and library cards and this is caused by the purging of cards that have not been used in a long time and those cards not necessarily being replaced by new members. Fewer cards were issued the last two years since there was no SeptemberFest when many new cards were issued.

A decision on the RFID program will be made by November 30th. Mrs. Bullock explained the different vendors and the fact that the LCI (Library Consortium, Inc) will have the final say since they are the sole provider for RFID systems in the library's integrated library system (ILS). There are two meetings scheduled for Wednesday and Thursday of this week with two of the vendors being considered.

Mrs. Bullock has met with Tom Roy to discuss concerns about the HVAC system and the door alarms. He will be meeting with the staff to answer any of their questions on November 24th.

A blurb about H1N1 Virus has been placed in the e-mail newsletter about the availability of books during this time. Wipes are available for cleaning all the keyboards.

Mrs. Bingham asked if it would be possible to tape more of the programs for SCTV that are being held in the building. Those that have been taped have been well received and many more would be of interest to the community.

BUDGETS: A greater reduction is expected for the new fiscal year budget.

MARTIN LUTHER KING HOLIDAY: The building will be closed on the Monday holiday but will be open the regular Saturday and Sunday hours that weekend.

BUILDING MAINTENANCE AND SAFETY ISSUES: Someone was found sleeping in the building and the police were notified and the person was removed. The First Selectman is concerned and the staff has been reminded to be extra vigilant when checking the building at closing time.

Outdoor lighting is still a concern, especially when there are programs that go late into the evening. Mrs. Bullock has asked that the outside lights remain on until 11 o'clock Monday - Friday and 6 o'clock on Saturday.

There has been a patron causing some discomfort among the staff and patrons and Mrs. Bullock has spoken with him about his conduct.

POLICIES: Mrs. Glew has e-mailed the policies and changes to the Board and asked everyone to review them very carefully so that any changes will be finalized in December. Mr. Kaplan will be speaking with the Police Chief for clarification about compliance with law enforcement.

OUTGOING MEMBERS: Mrs. Glew thanked both Mrs. Gardner and Mrs. Bingham for the many years they dedicated to the Library and the Library Board. Their hard work and perseverance during the recent expansion was applauded by the entire Board. They were wished well as they move on to other endeavors.

At 9:20 P.M. B. Kaplan moved for adjournment. Second: G. Ryan. So moved.

Anne Erickson, Secretary

