

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, March 21, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725Hopmeadow Street, Simsbury, Connecticut**

PRESENT: David Blume, Anne Erickson, Charmaine Glew, Linda Johnson, Lauren Miller, Marianne O’Neil, Polly Gardow Rice, and Gail Ryan; Friends of Simsbury Public Library Director Burt Kaplain, and Library Director Lisa Karim.

ABSENT: Mark Orenstein.

1. CALL TO ORDER – ESTABLISH QUORUM:

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

MOTION: Ms. Glew, Ms. Erickson second, **to add as an agenda item: Approval of Board Funds for the annual ALA conference; unanimously approved.**

MOTION: Ms. Glew, Ms. Erickson second, **to add an agenda item: Discussion of E-Rate and CIPA Compliance Issues; unanimously approved.**

MOTION: Ms. Glew, Ms. Erickson second, **to add an agenda item: Celebration of Simsbury Box to Collect the Fundraisers for Sparky the Firecracker; unanimously approved.**

2. APPROVAL OF MINUTES – FEBRUARY 22, 2016:

The February 22, 2016 Minutes should be amended as follows:

First Page, Agenda Item 5, *Communications*, second sentence should read, “Library Director Lisa Karim noted that Simsbury Public Library does not have a Disaster Plan but opined that they should and said that it is on the list of things to accomplish.”

MOTION: Mr. Blume, Ms. Erickson second, **to approve the February 22, 2016 Minutes as amended; unanimously approved.**

3. PUBLIC AUDIENCE:

Ms. Anne Wallack, on behalf of the Friends of the Simsbury Public Library, appeared before the Board noting that a smaller group had convened and decided that a bench would be purchased for outside. She shared a color brochure revealing the look and style of the bench and reported that it would include a small plaque with the simple sentiment, “Our Friend, George”. Ms. Wallack noted that it would coordinate nicely with the picnic table as the colors would be nearly the same.

4. COMMUNICATIONS:

Ms. Karim noted the press release regarding the recent receipt of the “Autism Welcome Here Grant”.

5 FRIEND’S REPORT:

Mr. Kaplain reported that the book sale will be September 24th and 25th of this year. He also reported a bus trip to New York on May 12th, which will include a trip to the Neue Gallery as well as the Metropolitan Museum of Art. Mr. Kaplain also reported that the annual lunch at Hopmeadow Country Club with Chris Bohjalian will be held on May 19th and reported that A Night of a Thousand Stars is scheduled for April 21st. Ms. Gardow-Rice noted that the Coffee is

scheduled for April 8th between 10AM-12PM, designed to attract new board members for the Friends of the Simsbury Public Library.

6. CHAIR'S REPORT:

Ms. O'Neil thanked the Board for attending the Board of Selectmen meeting in support of the budget proposal. Ms. O'Neil also commended the efforts of Sue Ray for the library's new website. Ms. O'Neil suggested that a "grab-bag" of a ticket to the luncheon to two staff members and is hoping to develop this as an annual practice.

7. DIRECTOR'S REPORT:

Ms. Karim reported that three candidates have been narrowed down for the Business Resource Center Coordinator and that the final choice will likely be announced on April 6, 2016. She also reported that the active shooter training provided by the Police Department was very beneficial. Ms. Karim distributed a draft of the brochure for the Innovation Fair. She noted that J. Foster's will be selling ice cream as there had been a request for more food at the fair.

8. BUDGET:

Ms. Karim distributed an End of February Report, noting that bank fees are over due to the increase in people paying by credit cards. She noted that the Children's Department is over in over-time only because of the abrupt retirement in the Fall. She noted that the Facilities and Maintenance is over because of HVAC system that had malfunctioned. Ms. Karim reminded the Board that the self-check machines will be upgraded this year, too.

9. INNOVATORS' WORKSHOP:

Ms. Karim noted that the sewing machines are very popular.

10. STRATEGIC PLANNING:

Mr. Blume reported that the committee has 250 completed surveys returned, with 110 of them being done so online. He discussed the different approaches considered in the analysis of the surveys. The group is sharing in the process of disseminating the data, according to Mr. Blume. He noted that a sense of the top six to eight themes will be discussed at the next committee meeting.

11. ACKNOWLEDGEMENT OF FRIENDS CAPITAL SUPPORT FY14-15:

Ms. Karim reported that for the calendar year 2014-2015, the Friends of Library spent \$74,307 for projects within the library, broken down as follows: \$3,136.00 on computers through the Investor Angels, \$497 on landscaping, \$3512 on building expenses, \$54,504 on basic library support budget, \$7,083 in grants, \$2,194 for the fish tank, \$3,308 for museum passes and \$73 for "Books to Your Door".

MOTION: Ms. Johnson, Ms. Gardow Rice second, **to acknowledge our deep thanks and appreciation to the Friends of the Simsbury Public Library for their financial contributions of \$74,307 for Fiscal Year 14-15; unanimously approved.**

12. VOLUNTEER LUNCHEON:

Ms. Karim reported that the Volunteer Luncheon is scheduled for Tuesday, April 19th from 12PM-1:30PM in the Program Room. Ms. Karim noted that volunteers, Friends of the Library Board, Library Board members and Board of Selectmen are typically invited.

13. GIFT IN MEMORY OF GEORGE BROISSARD:

MOTION: Mr. Blume, Ms. Erickson second, **to accept the Gift from the Friends of the Simsbury Public Library of the bench outside the book sorting door in Memory of George Broissard; unanimously approved.**

14. APPROVAL OF BOARD FUNDS FOR THE ANNUAL ALA CONFERENCE:

Ms. O'Neil reported that the Board has approved funds in the last two years for a library representative to attend the annual ALA conference, noting that it is beneficial to have someone there to understand trends. Ms. Karim noted that there is a portion left, approximately \$1K, from the town's travel budget but not enough to cover the costs of the entire trip, \$2500, to Orlando, for the June 23-28 conference.

MOTION: Ms. Glew, Ms. Erickson second, **to give up to \$2K towards the trip from the Board funds; unanimously approved.**

15. DISCUSSION OF E-RATE AND CIPA COMPLIANCE ISSUES:

Ms. Karim explained that E-Rate is a program started many years ago by the FCC (Federal Communications Commission) and reimburses libraries and schools for telecommunications for phone service. In order to receive these discounts, the libraries and schools have to certify that they are compliant with CIPA (Children's Internet Protection Act). All computers, not just those in the children's department, would need to have these filters, she explained.

Discussion ensued noting the savings that might be realized from participation but also noting that this type of policy is generally philosophically diametric to libraries. The Board was curious what type of filter system, if any, the schools utilize. The Board was also curious as to whether other libraries in the area are CIPA compliant.

16. CELEBRATION OF SIMSBURY BOX TO COLLECT THE FUNDRAISERS FOR SPARKY THE FIRECRACKER:

Ms. Johnson reminded the Board that she is a founder of Simsbury Celebrates, a town wide event that has been enjoyed for sixteen years. She reported that there are new efforts into fundraising so that the event can continue. One initiative this year includes a Sparky the Firecracker Hide and Seek type event, according to Ms. Johnson. It will include approximately twenty businesses featured on a passport type card where children participate by finding Sparky at each of these establishments. Ms. Johnson requested permission that the drop-box for the cards of the participants be left in the Children's Room. Ms. Glew noted that the Library is a partner with Simsbury Celebrates. Ms. O'Neill noted that this would not conflict with the Library's policy of not allowing the solicitation of funds as it is merely a drop off location for the children's contest.

It was the consensus of the Board that this is acceptable.

17. EXECUTIVE SESSION, IF NECESSARY:

No executive session occurred.

MOTION: Ms. Glew, Mr. Blume second, **to adjourn at 8:05PM; unanimously approved.**

Respectfully submitted,

**Pamela Colombie
Commission Clerk**