

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, July 18, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Chairman Marianne O’Neil, David Blume, Anne Erickson, Charmaine Glew, Linda Johnson, Lauren Miller, Mark Orenstein, Polly Gardow Rice, and Gail Ryan; Library Director Lisa Karim and Business Resource Center Coordinator Sarah Loudenslager.

ABSENT: Friends of Simsbury Public Library Director Bert Kaplan.

1. CALL TO ORDER – ESTABLISH QUORUM:

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

2. PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

MOTION: Ms. Glew, Ms. Miller second, **to add to the Agenda Item #14 Maker Faire and Item #15 Executive Session; unanimously approved.**

3. APPROVAL OF MINUTES – June 20, 2016:

The June 20, 2016 Minutes should be amended as follows:

First Page, under #7 Chair’s Report, the chairman’s name was mistakenly spelled, “O’Neill” and should be spelled, “O’Neil”;

First page, last line, the portion of text that reads, “...Ms. Karim indicated that the staff can override...” should instead read, “...Ms. Karim indicated that complaints are continually being received. The staff can override the limit for items which the Simsbury Library owns but all patron place holds are limited to five.”;

Second page, under Item #12 Wish List, the sixth line, the portion that reads, “...okayed by the town’s council...” should instead read, “...okayed by the town’s counsel...”;

Second page, under Item #12 Wish List, the seventh line, the portion that reads, “...passively receive them...” should instead read, “...passively solicit them...”;

MOTION: Mr. Blume, Ms. Miller second, **to approve the June 20, 2016 Minutes as amended; unanimously approved.**

4. PUBLIC AUDIENCE:

No business was discussed.

5. COMMUNICATIONS:

An article from the Hartford Courant dated June 23, 2016 entitled, “Library Offering Catalog of Seeds” was shared with the Trustees. An additional article from The Valley Press dated June 30, 2016 entitled, “Metro Bis Series at Simsbury Public Library with author Carla Bartolucci” was also shared.

6. FRIEND’S REPORT:

No report was provided as it was noted that the Friends don’t generally meet during the summer months.

7. CHAIR'S REPORT:

Ms. O'Neil reminded the Board that the next regular meeting has been pushed back a week to August 22, 2016. She also advised Ms. Karim that the Board of Trustees as reflected on the website needs to be updated.

Ms. O'Neil introduced and welcomed the recently hired Business Resource Center Coordinator Sarah Loudenslager.

Ms. Loudenslager reported that there were an estimated fifty people that attended the Open House throughout its duration and had received several email contacts. Ms. O'Neil reminded her that the Board is available for support and that she should feel free to contact them should a need arise. Ms. Loudenslager noted her delight with the position and the community and welcomed recommendations the Board may want to share in the future.

8. DIRECTOR'S REPORT:

In response to an inquiry, Ms. Karim explained that the new program, Lynda.com, is owned by the LinkedIn people that contains different types of self-paced trainings. Until only recently it was a program that could only be used while at the library but can now be accessed remotely, according to Ms. Karim.

Ms. Karim reported that five candidates have been invited for second interviews for the Circulation Assistant. Ms. Karim also report that the five-hold limit has severely impacted the Library's circulation. In response to an inquiry from Mr. Blume regarding the AC unit, Ms. Karim indicated that it took a long time to fix the leak in the server room and was under warranty for the most part. She also noted that the Reference Office renovations are progressing, with the openings for the windows having been made and painted.

Ms. Karim also followed up on a question from Ms. Miller as to whether donations made to the Library are tax deductible, confirming that indeed they are. Ms. Karim also updated the Board that the storage discussion regarding the SCTV recordings was actually for DVDs. She reported that she advised the SCTV group that the Library does not have room for this. With regards to the Wish List initiative from last month's meeting, Ms. Karim noted that the Town was waiting to apply for the Library's PayPal account until a permanent Finance Director had been named. Ms. Glew questioned what type of things might be included in the Library's Wish List. Ms. Karim explained that among the first things would be another picnic table and a bicycle repair station.

9. BUDGET:

Ms. Karim distributed copies of the Income Statement, the Finance Report as of June 30, 2016, and a Finance Report as of July 18, 2016.

Ms. Karim indicated that the staff has been reminding people that as of September 6, 2016, all patrons will need to present their library card in order to check out. It was also noted that the Library is working with the IT department to change credit card vendors so as to utilize the same vendor as the Town. Mr. Blume questioned whether some of the more uncontrollable items, such as the cleaning supplies and equipment maintenance, would be moved to the Public Works line. Ms. O'Neil recalled discussing this two years ago but with the changes in the Finance Director, had not done so. Ms. Karim explained that with working so closely with Public Works Department, she and the Director of Public Works Tom Roy had decided that the current practice was okay. Observing that the shades were drawn to keep the building cooler, Ms. O'Neil noted that the Library had been opened as a cooling center three days last week. Ms.

Karim reported that the Social Services Department emails her when this will occur and she, in turns, lets the staff know. It was noted that during this time that the library is utilized as a cooling center, hours of operation are not extended.

In response to an inquiry from Mr. Orenstein who had observed that from the June 30, 2016 Finance Statement that the Library appears to be 7½% below budget, Ms. Karim explained that it takes several weeks for all the invoices for items ordered in FY15-16 to be received.

10. INNOVATORS' WORKSHOP:

Ms. Karim reported that the Reference office project is moving along and should be ready in September. She also noted that the Library will be applying to be part of the Greater Hartford Mini Maker Faire in October at Tunxis Community College. The Co-Director of this fair was at the Open House organized by Ms. Loudenslager and has posted the Library's "Coming Soon" activities and Innovator's Workshop to his website.

11. STRATEGIC PLANNING:

Mr. Blume reminded the Commission that he has emailed a status update of the Strategic Plan. He reported that the Committee last met on June 23, 2016 and have agreed on a draft Table of Contents along with the designated person responsible for each section. Mr. Blume noted that a majority of the Strategic Plan is Section VI. Strategic Goals and Objectives. He explained that there are six areas of this section that have been identified and have also been assigned to various committee members.

Mr. Blume reported that the Committee hopes to have their work completed by the end of July and have a draft ready for review by this Board at the September 19, 2016 meeting.

Mr. Blume referred to a handout he had distributed containing the existing Library Mission Statement and Statement of Library Purpose. He reported that the Strategic Planning Committee had agreed that a more succinct version of these should be considered. Therefore, Mr. Blume proposed that the Trustees review the current Mission Statement and State of Purpose and if it is deemed worthy of revision, to plan to discuss the same at their August regular meeting. Mr. Blume provided copies of six examples from other town libraries.

12. PROGRAM ROOM USE:

Ms. O'Neil reminded the Board that the Town has been examining the Senior Center/Community Center especially in light of the scarcity of space in accommodating this group's many activities. She reported that Ms. Karim had attended a department head meeting with First Selectman Lisa Heavner. With the community in mind, Ms. Karim had suggested that the Senior Center might use the Program Room when it is not being used for library services, according to Ms. O'Neil. It was noted that the Program Room is often used at night but not as much in the morning. As an example of the dilemma the Senior Center often encounters, Ms. O'Neil explained how an exercise program had to be canceled at Eno Hall on Cheese Day.

Ms. O'Neil pointed out that while the Senior Center does happen to charge for some of their programs in order to cover the cost of their instructors and incidental expenses, the Library's Statement of Purpose notes that the Library provides free and impartial library services. After looking into other area libraries as well as the state library, Ms. O'Neil noted that there can be no charge for literary services. She pointed out that the Board has always avoided charging for any library service whether it be books, programs, etc. Ms. O'Neil explained that if the Board considers tweaking the policy, the Library could really provide an additional benefit to the Town in this way. Discussion followed. Consensus was that this was a good idea so long as it was

limited to activities to town-funded groups only, that there is no conflict with a Library program and limited during the regular Library hours. Both Ms. Karim and Ms. O'Neil had noted that this initiative is in no way meant to take over any of the Senior Center functions but instead to aid in the identified need for program space. It was noted that the set-up and tear-down would be completed by the town custodians.

13. VETERAN'S MEMORIAL:

Ms. Karim reported that the work on the Veteran's Memorial is slated to begin in August and that she will be meeting with the Veteran's Memorial Committee weekly to review what will be occurring at the site. She reported that the fire hydrant will be moved across Eaglewood Lane next week resulting in the temporary closure of the road next Tuesday.

14. MINI MAKERS FAIRE:

Ms. Karim reminded the Board that the Library has hosted an Innovator's Fair for the last two years in conjunction with the Town as well as the Library doing one the prior year. She reported that that Innovator's Committee has been meeting since the last fair and are seeking to do something different. Ms. Karim noted that the Committee has also been discussing with the Main Street Partnership the idea of doing a Maker's Faire, licensed by the Maker people. She noted that the cost for the event is estimated between \$10K and \$20K. Ms. Karim reported that Main Street Partnership Executive Director Sarah Nielsen will be meeting with her board this week to discuss this idea. She noted that First Selectman Lisa Heavner is aware that this Mini Makers Faire is being considered. A brochure from the Greater Hartford Mini Maker Faire was passed around. Ms. Heavner explained that much help would be needed for this undertaking and that it is being considered for early April, 2017. Mr. Blume explained that the Committee is considering hosting an Innovation Month, similar to Bike Month.

15. EXECUTIVE SESSION: (if needed)

MOTION: Mr. Blume, Ms. Miller second, **to enter into Executive Session at 8:06PM for the purpose of discussing personnel issues; unanimously approved.**

The Board exited Executive Session at 8:32PM.

MOTION: Ms. Glew, Ms. Gardow Rice second, **to adjourn at 8:33PM; unanimously approved.**

Respectfully submitted,

**Pamela Colombie
Commission Clerk**