

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, September 19, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Chairman Marianne O’Neil, David Blume, Charmaine Glew, Lauren Miller, Mark Orenstein, Polly Gardow Rice, and Gail Ryan;
Friends of the Library Director Liaison Vinod Gadhia and Library Director Lisa Karim.

ABSENT: Anne Erickson, Linda Johnson

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 the September 15, 2016 Minutes to the agenda under Item #3 *Approval of Minutes* and to take up Item #12 *Remembrance of Bert Kaplan* at this point in the meeting; unanimously approved.**

3. BERT KAPLAN REMEMBRANCE:

Ms. O’Neil relayed the passing of Bert Kaplan. She remarked that Mr. Kaplan was such a supporter of the library, reminding the Board that he was on the Board of Trustees for twelve years as well as serving as a director on the Friends of Simsbury Library for many years lending his support and leadership to all the Library’s goals. Consensus of the Board was that Mr. Kaplan was a true gentleman and will be sorely missed.

Friends of the Library Director Vinod Gadhia was introduced to the Board. It was noted that Mr. Gadhia has worked previously with Ms. Karim and has always been very supportive of the Library generally. He was warmly welcomed.

4. APPROVAL OF MINUTES – August 22, 2016 and September 15, 2016

MOTION: Mr. Blume, Ms. Glew second, to approve the August 22, 2016 Minutes; unanimously approved.

The September 15, 2016 Minutes should be amended as follows:

Under Item #2 *Program Space*, second line of the third paragraph, the portion of text that reads, “...would like to out it forth for next...” should read “...would like to put it forth for next...”.

MOTION: Mr. Blume, Ms. Glew second, to approve the September 15, 2016 Minutes as amended; unanimously approved.

5. PUBLIC AUDIENCE:

None.

6. COMMUNICATIONS:

Ms. Karim shared a thank-you note from the Simsbury Newcomers Group.

7. FRIEND'S REPORT:

Mr. Veynod reported that a reception will be held on October 19, 2016 for the Investor Angels. He also noted that a Night of a Thousand Stars is scheduled for April 20, 2017. Mr. Veynod reminded the Board of the upcoming Book Sale scheduled for this weekend, September 24th and 25th. Ms. Glew noted that the group is still accepting volunteers for this event. Mr. Veynod reminded the group about the upcoming trip to the Culinary Institute of America.

8. CHAIR'S REPORT:

Ms. O'Neil noted that the team of individuals responsible for handling the upcoming book sale could still use additional volunteers. Ms. O'Neil referenced an email from Ms. Karim regarding the Connecticut Board of Libraries Conference scheduled for November 4, 2016 at the University of Hartford. She explained that it is typically a very interesting day and strongly suggested attending.

9. DIRECTOR'S REPORT:

Ms. Karim welcomed questions about a previously emailed report. She reported that interviews will be held this week for the circulation assistant position, a position that involves four to eight hours per week of work. Ms. Karim reported that the Personnel Subcommittee approved revisions to the job description for the Head of Children's Services. She noted that the Library is working with the Veterans group for their dedication ceremony scheduled for 2:00PM on November 13, 2016.

Referencing Ms. Karim's report, Mr. Orenstein questioned whether the portable hotspot referenced within the document is a cellular hotspot. She confirmed that it was and is contracted through Sprint. Mr. Orenstein questioned whether it includes unlimited data. Ms. Karim confirmed.

10. BUDGET:

Ms. Karim distributed copies of the budget through the end of August, 2016. She also distributed copies of the Income Statement.

Ms. Karim explained that the overtime budget in the Children's section is over budget because there is not typically money in that line. She explained that the overtime charges were incurred because the Library had an employee out on medical leave all summer thereby resulting in overtime charges to cover.

Mr. Blume questioned the Contracted Services line. Ms. Karim explained that the fees to Library Connection are paid in the very beginning of the year.

In response to an inquiry from Ms. O'Neil, Ms. Karim confirmed that FY2016 has been cleared out. She noted that the Library ended the year with \$31K unspent but has put procedures in place to track it better, beginning in January.

11. INNOVATORS WORKSHOP:

Ms. Karim noted that the furniture should be arriving soon.

12. STRATEGIC PLANNING:

Mr. Blume noted that each member of the Board should have a copy of an updated Vision and Mission statement, reflecting changes made after comments received from the Board's September 15, 2016 meeting. He also noted that each member has been provided a copy of the cover letter as well as six one-page sections with each page containing one of the six goals

identified. Noting that each of these sections were authored by different people, Mr. Blume noted that Ms. Miller will edit so as to provide consistent language.

Mr. Blume sought feedback on the first page. Ms. Miller opined that it ought to reflect the Library as being the Center of the Community. Consensus of the group was to put the Statement first, and then placement of the Verb words (Inspire, Discover, and Connect) should be last.

13. PROGRAM SPACE AND SJWC USE FOR LUMINARIES:

Ms. Karim reported that the Library will be converting the book-sorting area to program space. She noted that she will be meeting on October 7, 2016 with the architects and Tom Roy to go through the space and provide all the necessary information for Town Hall prior to November 1, 2016. Ms. Karim explained that an additional meeting will be held on the afternoon of October 7th with the architects, Ms. Glew and Ms. Ryan to allow them to share their vision and receive suggestions for materials in the space.

Ms. Karim reported that the Simsbury Junior Women's Club will be using the space between November 1, 2016 and December 11, 2016.

14. SERVICE ANIMAL POLICY:

Ms. Karim reported that the Library has been facing issues with patrons bringing animals into the building that may not always be service animals. She explained that it appeared more clarification was needed for both the staff and the public, in the form of a policy.

Language regarding "license" was discussed. Ms. Karim reported that the policy was drafted in consultation with the Town's Animal Control Officer. Ms. Karim noted that the policy will be reviewed by the Town Attorney prior to adopting it.

15. EXECUTIVE SESSION (IF NEEDED):

No Executive Session occurred.

MOTION: Mr. Blume, Ms. Glew second, **to adjourn at 7:49PM; unanimously approved.**

Respectfully submitted,

**Pamela Colombie
Commission Clerk**