

## **SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES- Monday, September 15, 2014**

**PRESENT:** Marianne O'Neil, Gail Ryan, Sara Mogck, David Blume, Polly Rice and Lisa Karim, Director, Jenna Mayotte, Business Resource Center Coordinator, Lisa Heavner, BOS Liaison and George Boissard, Friends Liaison, and Eileen Sickinger, Recording Secretary.

The meeting was called to order at 7:00 P.M. by Mrs. O'Neil, Chair.

**PUBLIC AUDIENCE:** Katie Turner and Kathleen Miklus from the Simsbury Junior Women's Club were present to request the use of the Friends workroom to store luminaries for their annual fund drive.

**MINUTES:** Mr. Blume moved the minutes of the July 21, 2014 meeting be accepted. Second: Mrs. Rice. The minutes were approved as presented.

**COMMUNICATIONS:** Newspaper articles regarding the new Children's Room Library Assistant, Joanne Moody, the gift in memory of Jewel Gutman, and the SHS Crew Team helping with the Book Sale were shared.

The 2014 Library Board Trustee Leadership Conference will be held at the University of Hartford on October 24<sup>th</sup> and Mrs. O'Neil urged any members who could to attend.

**REPORTS:** Mr. Boissard reported that the Annual Book Sale was a success but the final accounting has not been received. The new 2014-15 season begins with a Friends meeting on Thursday, September 18<sup>th</sup>. The ongoing book sale has raised over \$4,700 this year.

There was no Chair's Report.

**DIRECTOR'S REPORT:** Ms. Karim reported the recent problems with the circulation statistics have been corrected and explained the new "norm". She also shared the new Computer and Technology Course Catalog prepared by Sue Ray and Jenna Mayotte. The draft of the new homepage was distributed and it will be up and running soon.

Ms. Karim reviewed the revised Art Exhibit/Display Guidelines and the Art Exhibit Application and Hold Harmless Agreement which had been reviewed earlier. Mr. Blume moved that the Board accept the revised Art Exhibit/Display Guidelines, and the Art Exhibit Application and the Hold Harmless Agreement as presented by the Library Director. Second: Mrs. Ryan. The motion passed unanimously.

The Library will close at 5:30 P.M. on Thanksgiving Eve and New Year's Eve.

**BUDGET:** The July and August budgets were reviewed and the budget process followed in the reporting of monies from the end of one fiscal year to the next was explained. An abbreviated budget report for September was distributed to show the line item that had been listed incorrectly previously had been corrected.

Cost increases caused by upgrading the telephone line server are being watched closely.

**INNOVATORS' WORKSHOP:** The 3-D printer was out of commission a good part of the summer and it is being worked on. Another Innovators' Workshop Fair is being planned for the spring.

**JENNA MAYOTTE, BUSINESS RESOURCE CENTER COORDINATOR** presented her annual report for fiscal year 2013-2014. Ms. Mayotte started in her position in March 2013 when the BRC had been without a full-time staff member for over six months. She presented highlights of the BRC for the past year and among the many accomplishments highlighted are a partnership with local business groups, joining the newly formed Simsbury Chamber of Commerce Ambassadors Program and her election to being a Director of the Chamber's Board of Directors, as well as many more accomplishments. She discussed her vision for the future of the BRC and how it can best serve the community and discussed the possibility of featuring marquis events while still maintaining smaller programs when and where appropriate. She answered questions and the Board thanked her for her diligence in keeping the BRC a premier program of the Library.

**NEW YORK LIBRARY ASSOCIATION CONFERENCE:** Ms. Karim expressed her desire to attend this conference to be held November 5-8, 2014 and it was the consensus of the Board that the Board pays the registration fee of \$199.

**MEMORIAL BENCH FLOWERS:** Mr. James Stewart requested permission to purchase two ceramic vases to be attached to the bench currently located in the lower courtyard. It was the feeling of the Board that this would not be appropriate for that location because of the brick flooring and suggested that flowers could always be placed inside the Library.

Following discussion on the Simsbury Junior Women's Club request, Mrs. Ryan moved the Board allow the Simsbury Junior Women's Club to use the Friends workroom to store and then assemble their luminary kits from November 1-14, 2014. Second: Mr. Blume. The motion passed unanimously.

At 8:30 P.M. Mr. Blume moved for adjournment. Second: Mrs. Ryan. The meeting adjourned.

Eileen Sickinger, Secretary Pro Tempore

The next meeting of the Library Board will be on October 20, 2014