

**Simsbury Public Library – Board of Trustees  
TOWN OF SIMSBURY  
REGULAR MEETING MINUTES  
Monday, June 20, 2016 at 7:00PM  
Simsbury Public Library – Program Room 2  
725 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** David Blume, Anne Erickson, Lauren Miller (7:05PM), Marianne O’Neil, Mark Orenstein and Gail Ryan; Friends of Simsbury Public Library Director Bert Kaplan, and Library Director Lisa Karim.

**ABSENT:** Charmaine Glew, Linda Johnson, and Polly Gardow Rice.

**1. CALL TO ORDER – ESTABLISH QUORUM:**

Chairman Marianne O’Neil called the meeting to order at 7:04PM.

**2. PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**MOTION:** Ms. Erickson, Ms. Ryan second, **to add to the Agenda the following: E-Rate as Agenda Item #13 and Change of August Meeting Date as Agenda Item #14; unanimously approved.**

**3. APPROVAL OF MINUTES – MAY 16, 2016:**

**MOTION:** Mr. Blume, Ms. Erickson second, to approve the May 16, 2016 Minutes; unanimously approved.

**4. PUBLIC AUDIENCE:**

No business was discussed.

**5. COMMUNICATIONS:**

A copy of a recent edition of the Valley Press featuring the Library was passed around. Additionally, an article featured in The Hartford Courant on May 19, 2016 entitled, “Challenging Residents to Explore the Town”, was shared.

**6. FRIEND’S REPORT:**

Mr. Kaplan reported that an author visit featuring Ann Leary will be held on June 29, 2016. Additionally, he noted that the Fall trip has been scheduled for September 29, 2016 which will feature a trip to The Culinary Institute of America in Hyde Park, New York as well as a visit to the Vanderbilt Mansion National Historic Site, also in Hyde Park.

**7. CHAIR’S REPORT:**

Ms. O’Neill reported that it was determined that the Board of Selectmen needed to approve the renovations scheduled for the Library’s Reference Space. She noted that this project was presented last week at the Selectmen’s meeting and that it was approved. Ms. O’Neill also commented on and praised the Friends’ recent luncheon.

**8. DIRECTOR’S REPORT:**

Ms. Karim canvassed the group for questions regarding the Director’s Report she had previously emailed. Mr. Blume inquired as to whether she had received many complaints regarding the five-item limit on holds. Ms. Karim indicated that the staff can override the limit

when an issue arises. She also reported that the state library battle continues. Additionally, Ms. Karim reported that to date sixty (60) applications have been received for the full-time position of Circulation Assistant. She also noted that archiving the town meetings recorded by SCTV has been discussed.

Ms. Karim indicated that the Veterans Memorial Project is slated to begin on July 12, 2016. She also reported that the library's summer hours will begin on July 1<sup>st</sup>.

She also reported a 30% increase from last year in notary services. Patrons in need of notary services for international documents are being asked to schedule appointments as these can take up to a half hour.

The evening session for the staff training on how to better serve people on the autism spectrum will be rescheduled, according to Ms. Karim's report.

#### **9. BUDGET:**

In reviewing the budget, it was noted that there will likely be money remaining for the repairs to the HVAC system. Ms. Karim noted that the parking lot lines have been painted.

She also noted that a review of the Income Statement will reflect that the Library has already yielded more income than it did at the end of last year.

#### **10. INNOVATORS' WORKSHOP:**

Ms. Karim noted that the reference office conversion is scheduled for early July. She reported that Teen Services Librarian Sara Ray is scheduling volunteers to staff the two 3D printers and Cricut machine for the summer. Ms. Karim also reminded the Board that five additional sewing machines have recently been purchased bringing the library's inventory to ten.

#### **11. STRATEGIC PLANNING:**

Mr. Blume reported that the Strategic Planning Committee met last week and reviewed the strengths, weaknesses, opportunities, and threats for the five survey responses selected and six different service responses. He then distributed a sample strategic plan from the Ferguson Library of Stamford. He noted that this sample plan should be reviewed for format, not content. Attributes of this report that the group liked were the use of pictures and large font. He explained that a subcommittee will now begin to work on an outline, or a first draft of the goals and objectives. He noted that the next committee meeting will be held this Thursday, June 23, 2016 and that the hope is to have a draft ready for the September meeting.

#### **12. WISH LIST:**

Ms. Karim reported while working on updating the town library's website, she had looked around on other town libraries' websites. She explained that in doing this, it was discovered that Cheshire's Library has a product wherein patrons can contribute via PayPal to particular projects. The product that Cheshire uses is called WishList and may be purchased by libraries to utilize through their websites to receive these donations. She explained that this was reviewed and okayed by the town's council and that while the Board does not actively solicit funds, this is a means to passively receive them. She noted that she is working with the Finance Department to set this up. In response to Ms. Miller's inquiry as to whether the donations would be tax deductible, Ms. Karim indicated that she believed so and would double-check to confirm.

**13. E-RATE:**

Ms. Karim explained that whereas CEN will likely be passing along charges to libraries, it appears that the Library will be charged \$1800 for next year maintaining the current level of service. She explained that at this time, it is her recommendation that the Library not pursue E-rate funding. Ms. Karim opined that the savings that would be derived are not worth the necessary filtering that would need to occur.

**14. CHANGE OF AUGUST MEETING DATE:**

**MOTION:** Mr. Blume, Ms. Miller second, **to cancel the August 15, 2016 meeting and reschedule the regular meeting to August 22, 2016; unanimously approved.**

**MOTION:** Ms. Miller, Ms. Erickson second, **to adjourn at 7:40PM; unanimously approved.**

**Respectfully submitted,**

**Pamela Colombie  
Commission Clerk**