

Simsbury Public Library - Board of Trustees
TOWN OF SIMSBURY REGULAR MEETING MINUTES
Monday, September 18, 2017 at 7:00 P.M.
Simsbury Public Library - Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut

PRESENT: Vice Chairwoman Anne Erickson, Vinod Gadhia, Charmaine Glew, Lauren Miller, Mark Orenstein, Polly Gardow Rice, Gail Ryan and Library Director Lisa Karim. Also in attendance was Business Resource Center Coordinator Sarah Loudenslager.

ABSENT: Dave Blume, Linda Johnson, Chairwoman Marianne O'Neil

1. Call to Order - Establish Quorum

Vice Chairwoman Erickson called the meeting to order at 7:00 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Approval of Minutes - August 21, 2017

The August 21, 2017 Minutes include the following changes:

- Under *CT State Construction Grant*, the name, "Edward" should be changed to "Heavner."
- Under *CT State Construction Grant*, the last sentence should read, "It will include Ms. O'Neil, Ms. Glew, Mr. Blume, Ms. Miller, Friends President Bridgett Herzog, Town Engineer Jeff Shea, as well as, representatives from the Public Building Committee."

MOTION: Ms. Glew, Ms. Miller second, to approve the August 21, 2017 Minutes as amended; unanimously approved.

4. Public Audience

None

5. Business Resource Center (BRC) Annual Report

Sarah Loudenslager, BRC Coordinator, presented her Annual Report on the BRC. She prepared and handed out "BRC Highlights FY 2016-2017" for the Board's review. Ms. Loudenslager noted that she has been in this role since June of 2016. During this time, she has had training on the materials and tools the BRC offers. She has developed partnerships with many people. The BRC offered 250 sessions, including 128 programs and 122 One-on-one sessions. She noted that there were twenty-three programs offered ten years ago in the BRC. She worked with forty-six speakers, mentors and consultants. Partnerships she has developed include AARP (Tax-Aide Assistance), CT District Office of SBA (Entrepreneurship), CT Office of Tourism and SCORE (Service Corps of Retired Executives), as well as, many area organizations. As part of Outreach, she was a guest speaker at several events and volunteered or attended numerous library and networking events in the area. Marketing initiatives include Constant Contact, social media and publicizing events to the media. She shared reference statistics, notably 560 reference questions in the BRC. She also became a Notary Public which resulted in 195 notary sessions. Ms.

Loudenslager acquired new subject-specific materials for the BRC and established nine databases. In addition to learning her new job duties, policies and tools, she attended the New England Maker Summit and the Connecticut Library Association Annual Conference. Ms. Karim added that Ms. Loudenslager is part of the Connecticut Library Consortium Business Roundtable and she was one of the co-organizers of the Repair Cafe this summer and did a great job.

6. Communications

It was noted that there have been a lot of newspaper articles on the Library lately.

7. Friends' Report

Mr. Gadhia mentioned that the October 12th New York City trip to the Whitney Museum is full. If anyone is interested in going, please let him know. He also noted the "Night of a Thousand Stars" event on April 19th next year. They are looking for speakers. If anyone has a recommendation, including Board members, please let him know. He also invited everyone to become a member of the Friends or to renew their membership. Ms. Glew added that the Book Sale made around \$35,800, noting that there are fewer book dealers coming and a slight decline in book sales. Vice Chair Erickson thanked the Friends and all the volunteers for their help with this.

8. Chair's Report

Vice Chair Erickson reminded Board members that the December dinner will now take place December 13th. She noted that Mr. Orenstein, Ms. Rice and Mr. Blume will be attending the Town Manager focus groups. Chairwoman O'Neil will also attend as a resident. Ms. Rice invited Board members to attend the Association of Connecticut Library Boards on November 3rd. The deadline is October 31st.

9. Director's Report

Highlights of last month include the Solar Eclipse Viewing and the wrap-up for summer reading. Another popular program was the Teen Chopped event. She updated the Board on the status of DeliverIt, indicating that three weeks into the State's pilot of the new program, (3 bins/5 days a week), Simsbury reported the second highest back log of bins, (28), waiting to be picked up in Library Connection with West Hartford having the largest backlog of 75 bins. The Library Connection Directors voted to create a supplemental delivery service, contracting Yankee Courier to provide this clean-up two times a week. This is being paid for out of the Library Connection Consortium reserve funds. There is no longer a back log and the Library is starting to pull holds again. She thanked the Friends for funding the new recycling bins located inside and outside the Library. She passed around the binder containing the final Construction Grant Application for the Lower Level Renovation.

10. Budget

Ms. Karim referenced the passing of the State budget which included funding for BorrowIT and construction and said the Library has a chance at getting the Lower Level Renovation grant should this budget go into effect. She added that Sue Mazurski is still helping out in the Admin Office while Admin Secretary Carol Freeman is out on medical leave.

11. Route 10 Crosswalk

Ms. Karim reported that the Town is in a holding pattern regarding the crosswalk. The Police Chief would like to see the written report from the State denying the crosswalk before moving forward. He has requested the report but has yet to receive it.

12. Lower Level Renovation Project

Ms. Karim said the Board does still need to think about alternative funding should the State grant not come through. It was noted that Town matching funds are already in place. She added that Ms. Miller made a compelling case in the grant application. Ms. Karim also mentioned she would be meeting with Public Works to move forward the other capital project of resealing the parking lot and interior painting and carpeting that needs to get started as well.

13. Executive Session

None

MOTION: Mr. Orenstein made a motion to adjourn the meeting at 7:42 P.M. Ms. Ryan seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Karen Haberlin
Commission Clerk