

**Simsbury Public Library - Board of Trustees**  
**TOWN OF SIMSBURY REGULAR MEETING MINUTES**  
**Monday, November 20, 2017 at 7:00 P.M.**  
**Simsbury Public Library - Program Room 2**  
**725 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** Chairwoman Marianne O'Neil, David Blume, Vinod Gadhia, Charmaine Glew, Linda Johnson, Lauren Miller, Mark Orenstein, Polly Gardow Rice, Gail Ryan, Library Board Member-Elect Kathleen Miller, First Selectman-Elect Eric Wellman, Representative John Hampton and Library Director Lisa Karim.

**ABSENT:** Anne Erickson

**1. Call to Order - Establish Quorum**

Chairwoman O'Neil called the meeting to order at 7:00 P.M. On behalf of the Town, she thanked Charmaine Glew and David Blume for their many years of service to the Library. She also welcomed Board Member-Elect Kathleen Miller, First Selectman-Elect Eric Wellman and State Representative John Hampton.

**2. Pledge of Allegiance**

All present stood for the Pledge of Allegiance.

**3. Approval of Minutes - October 16, 2017**

The October 16, 2017 Minutes include the following change:

- Under *Friends' Report*, the portion of text that reads, "Ms. O'Neil noted..." should read, "Ms. Rice noted..."

**MOTION:** Mr. Blume, Ms. Glew second, to approve the October 16, 2017 Minutes as amended; unanimously approved.

**4. Public Audience**

First Selectman-Elect Eric Wellman and State Representative John Hampton joined the meeting to show their support for the Library and to learn about and support priorities.

**5. Communications**

Chairwoman O'Neil passed around several newspaper articles about Library activities. Ms. Karim shared the Library and Head of Adult Services Susan Ray's recognition by the Town Recycling Committee for the Library's sponsoring of the Repair Cafe. Ms. Karim noted that Ms. Ray brought the idea forward. The event was planned and facilitated by Adult Services Librarian Joan Nagy and Business Resource Center Coordinator Sarah Loudenslager. It was made possible with the support of community volunteers, the Lions Club and Public Works.

**6. Friends' Report**

Mr. Gadhia invited the Board to the December 14th Annual Meeting, a luncheon appreciating Library staff. He also noted May 5th is the Maker Faire and May 8th is a trip to the Emily Dickinson Museum, Smith College and the Botanical Museum.

**MOTION:** Ms. O'Neil asked for a motion to add Discussion of Statues to the Agenda. Ms. Rice made the motion. Mr. Blume seconded it. All were in favor and the motion passed.

**MOTION:** Ms. O'Neil asked for a motion to add Amazon Smile to the Agenda. Ms. Rice made the motion. Mr. Orenstein seconded it. All were in favor and the motion passed.

## **7. Chair's Report**

Chairwoman O'Neil presented Proposed 2018 Meeting Dates to the Board for their review.

## **8. Director's Report**

Director Karim referenced her Director's Report and Statistical Report, which she distributed prior to the meeting. She noted the Library will close at 5:30 P.M. the day before Thanksgiving and reopen Saturday morning. There will be three programs held at the Library as part of Simsbury Celebrates, a guitarist in the Children's Room, a theatrical presentation of *A Christmas Carol* in the Program Room and there will be Hanukah and holiday crafts in the Discovery Center run by the Jewish Federation. On Saturday Shop Small Passports can be stamped at the Library as part of the Library's partnership with Simsbury Main Street Partnership on Small Business Saturday. She also noted that residents presenting receipts from Simsbury businesses at the Library receive a Shop Small tote bag and are entered into a raffle to win a \$25 gift card to Fitzgerald's. She added the Staff is being trained on the Libby App by Overdrive, a new way to access digital content.

## **9. Budget**

Director Karim remarked they are one third of the way into the new budget year. She added the Administrative Secretary is still out on medical leave and help is being provided for some of those hours in the meantime. With the lifting of the spending freeze, materials are now being purchased again. She noted the proposed Fiscal Year 2019 Library Budget must be adopted at the December meeting as it is due to Town Hall by January 2, 2018.

## **10. Accept Friends Gift (Maker Faire 2018)**

**MOTION:** Chairwoman O'Neil asked for a motion to accept the gift of \$10,000 from the Friends of the Simsbury Public Library for the Maker Faire in 2018. Ms. Lauren Miller so moved, Ms. Glew seconded, and the motion passed unanimously.

## **11. Maker Faire 2018**

Ms. Karim explained that the Maker Faire supports economic development within the community. She noted that some Makers sell items at the Faire. She has indicated to staff planning the event that no more than one quarter of the Makers can sell items. In order to allow Makers to sell items at the Faire and be in compliance with Library policy, the event must be sanctioned by the Library Board. Ms. Karim added that a twenty dollar fee will be charged to those vendors selling items as required by the Maker Faire contract.

**MOTION:** Ms. Johnson made a motion to stipulate that the Maker Faire is sanctioned by the Board of Trustees and limited selling by vendors will be allowed. Mr. Blume seconded, and the motion passed unanimously.

## **12. Lower Level Improvement Renovations**

Ms. Karim noted that Dave Blume was elected Chair of the Library Building Committee at the October 31st meeting. Their next meeting with the architects is January 10th, (snow date: January 17th), at 1:00 P.M. Ms. Karim noted the Connecticut State Library Construction Grant is proceeding and she will be notified on November 27th if it is funded or not.

## **13. Strategic Plan Annual Review**

Ms. Karim emailed and distributed copies of a Strategic Plan Review - November 2017 and the Simsbury Public Library Strategic Plan 2017-2021, which is available on the website. Comments and congratulations were made regarding the enormity of all that the Library does. It was suggested that a presentation be made to showcase the Library at a televised Board of Selectmen Meeting and that a newspaper article could be written as well. Mr. Gadhia added that four percent of Simsbury's population comes to the Library every day.

## **14. Association of Connecticut Library Boards Conference**

Chairwoman O'Neil gave an overview of the Conference. Ms. Rice noted a session called "Working Together" discussed how libraries can work with their Town governments and Friends organizations. Chairwoman O'Neil added that cybersecurity was another issue discussed. Ms. Lauren Miller noted the Excite Transformation for Libraries Program was also part of the Conference.

## **15. PeaceFull Project**

Ms. Karim was approached about allowing this project, a non-profit film being created for children about peace, to be filmed at the Library. She noted it goes along with the Strategic Plan. Discussion ensued and the Board agreed it would be appropriate.

## **16. Discussion on Statues**

Ms. Rice described an upcoming project being run by the Chamber of Commerce and Simsbury Tourism next summer which will display statues. Ms. Glew noted the Friends need permission from the Board to participate in this project if they wish to place a statue on the Library grounds.

**MOTION:** Ms. Glew made a motion to allow a statue to be placed on the front lawn of the Library from May 15 - September 15, 2018 in concert with Life in Simsbury Public Art Trail. Ms. Ryan seconded the motion. Discussion followed including the need for more details and liability.

**MOTION TABLED:** Ms. Glew tabled the motion. It was decided more information will be gathered before the next meeting.

## **17. Amazon Smile**

Mr. Orenstein reported that the Friends are asking the Library Board's permission to place the Amazon Smile icon on the Library's main page of its website, near where one signs up to be a Friend. Amazon Smile is a fundraising program where a portion of a supporter's purchases gets donated to a charity of their choice. Discussion ensued about fundraising and there was general agreement that this would be appropriate as it is a means of passive fundraising, as is Library WishList.

**MOTION:** Mr. Orenstein made a motion to allow the mention of Amazon Smile benefiting the Friends to be on the main page of the Library website. Ms. Glew seconded the motion. All were in favor and the motion passed.

**18. Executive Session**

None

**MOTION:** Ms. Glew made a motion to adjourn the meeting at 8:20 P.M. Ms. Johnson seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Karen Haberlin  
Commission Clerk