

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

PRESENT: Chairwoman Marianne O'Neil, Vice Chair Anne Erickson, Friends of the Library Liaison Vinod Gadhia, Linda Johnson, BOS Liaison Chris Kelly, Lauren Miller, Mark Orenstein, Polly Gardow Rice, Gail Ryan, Kathleen Miller, Chris Tranberg and Library Director Lisa Karim. Also in attendance were David Blume, Lower Level Building Committee Chair and Nick Mason, Chamber of Commerce.

1. Call to Order - Establish Quorum

Chairwoman O'Neil called the meeting to order at 7:00 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Election of Officers

MOTION: Ms. Lauren Miller made a motion to elect Ms. O'Neil as Chair of the Simsbury Library Board of Trustees. Ms. Johnson seconded the motion. All were in favor and the motion passed unanimously.

MOTION: Ms. Ryan made a motion to elect Ms. Erickson as Vice Chair of the Simsbury Library Board of Trustees. Ms. Lauren Miller seconded the motion. All were in favor and the motion passed unanimously.

MOTION: Ms. Ryan made a motion to elect Ms. Rice as Secretary of the Simsbury Library Board of Trustees. Ms. Erickson seconded the motion. All were in favor and the motion passed unanimously.

Chairwoman O'Neil welcomed and thanked the new members of the Board and introductions were made around the room.

4. Approval of Minutes - November 20, 2017

The November 20, 2017 Minutes include the following change:

- Under *Discussion on Statues*, the portion of text that reads, "Discussion followed including the need for more details and liability" should read, "Discussion followed including the need for more details, especially regarding liability".

MOTION: Ms. Lauren Miller, Ms. Johnson second, to approve the November 20, 2017 Minutes as amended; unanimously approved.

5. Public Audience

David Blume, Lower Level Building Committee Chair and Nick Mason, Chamber of Commerce joined the meeting.

6. Statue at Library

Chairwoman O'Neil introduced Nick Mason of the Chamber of Commerce, who explained the Simsbury Chamber of Commerce's project, "Life in Simsbury: A Public Art Trail," which will feature sculpture works of artist Seward Johnson from May 15 to September 15, 2018, throughout Town. Mr. Mason passed out a description of the Public Art Trail and displayed a few examples of Seward Johnson's works, including a poster of a life-size bronze statue entitled, "My World," a small girl reading a book, which is an example of a statue that could be placed on the Library grounds as part of the Trail. Discussion ensued regarding the details of the project, including promoting economic development, liability and funding.

MOTION: Ms. Ryan made a motion to authorize the placement of a statue on Library grounds with the placement to be determined by the Library Board and Library Director. Mr. Orenstein seconded the motion. All were in favor and the motion passed unanimously.

Mr. Mason will approach the Friends of the Simsbury Public Library next.

7. Communications

Director Karim shared several thank you notes with the Board, including one thanking the Library for the Repair Cafe, another thanking the Library for partnering with the Garden Club, one from Alec Traktovenko thanking the Library for helping him with his Eagle Scout project and a "thank you" from Simsbury Celebrates.

8. Friends' Report

Mr. Gadhia noted the Staff Luncheon hosted by the Friends was excellent. Chairwoman O'Neil also thanked the Friends for having it.

9. Chair's Report

Chairwoman O'Neil referenced the budget timeframe and asked Board members to put the March 3, 2018, budget presentation date on their calendars to help show the Board is behind the budget.

Chairwoman O'Neil also made the Board aware of a request to use the Library made by the Valley Community Baptist Church for services on Saturday nights. She asked for a motion to add it to the Agenda.

MOTION: Ms. Rice made a motion to add *Request to Use Program Rooms* to the Agenda. Ms. Lauren Miller seconded the motion. All were in favor and the motion passed unanimously.

10. Director's Report

Director Karim passed out copies of the Roles and Responsibilities and Guidelines for the Library Director, Library Board of Trustees and Friends. She reminded the Board the Library will be closed December 24th-26th. She will also be traveling from December 26th-31st. Susan Ray will be in charge of closing the Library for inclement weather during that time. She referenced her Director's Report and Statistical Report, which she distributed prior to the meeting. She added that the water heater at the Library has started to leak. It is approximately \$3000 to replace. Also, Tolly Zonenberg will be the Maker Faire Coordinator next year. The

Administrative Secretary is still out on medical leave and Ms. Karim noted she is not sure when she will return. Sue Mazurski continues to help out on a very part-time basis in the meantime. Director Karim added the November Finance statement was sent out. There is nothing to note as of this time.

11. Budget

Chairwoman O'Neil noted the Board will need to vote on what the Library Board's submission will be at the January meeting. Ms. Karim passed out a Draft of the FY17, FY18 and Proposed FY19 Budget numbers. She remarked that guidance given was to keep it to a 1.75% increase. She also noted the draft currently has a 3.2% increase. She explained the way she approached the budget was to show what is realistically needed to run the Library at the level of service being currently provided. She noted legally binding contractual increases for the staff already bring the number to 1.9%. Last year in budget negotiations, a part-time circulation clerk position was surrendered in the Adult Department. In the past year, it has been a hardship not to have that body when trying to staff the building for sixty-four hours a week for the majority of the year. She noted more bodies are sometimes needed than hours due to vacations, medical leave or unforeseen things happening, thereby leaving the remaining four staff members scrambling to cover the desk at times. She added they have been sharing staff between upstairs and downstairs, however, the Children's Department has been understaffed for the past year as well. In the Budget Draft, the eight hour per week position in Circulation in the Adult Department has been included. In addition, she has added another four hours per week of part-time Adult Services in order to support the level of programming and Innovators' Workshop use, which have both tripled in the past five years. She noted the Children's Department staffing is not changing, but hiring the Circulation Assistant position, (that was surrendered last year), could provide a person to float between floors if necessary. All other personnel costs are contractual. Discussion followed regarding the enormity of programming being offered with the same budget numbers. Also discussed was the increased use of 3D printers, fines and book replacement funds going back to the General Fund, relying more heavily on volunteer hours, and support from the Friends. Mr. Kelly noted the 1.75% requested by the Board of Finance is more of a cap than a guide. Further discussion included areas where money has been saved and the fact most lines have no increase at all. In looking at Reference Materials, Director Karim noted there is a need to keep considering remaining competitive and maintaining the standing of the Library in the State and nationally. She added that closing on Sundays would bring the increase down to 1.4%, saving \$26,000 per year. This would be the fastest way to save money without "nickel and diming" every line and without over stressing the Library Staff, which is already spread pretty thin. Chairwoman O'Neil asked Ms. Karim to redistribute the Draft when more final costs come in and before the January Board Meeting. Further discussion followed regarding Sunday hours, having the Library open as an emergency facility and succession planning, i.e., possible retirements or staff leaving.

12. 2018 Meeting Dates

The meeting dates for 2018 will continue to be on the third Monday of the month except when there is a holiday.

MOTION: Mr. Orenstein made a motion to approve the 2018 Meeting Dates as presented. Vice Chair Erickson seconded the motion. All were in favor and the motion passed. They will be

posted to the Town Clerk by Ms. Haberlin. It was noted January 8, 2018, will be a Special Meeting because of the thirty-day posting requirement.

MOTION AMENDMENT: The motion was amended to add January 7, 2019, to the Meeting Dates. All were in favor and the motion amendment passed unanimously.

13. Erate

Ms. Karim explained Erate is a federally funded program that gives reimbursements to not-for-profits, schools and governments for telecommunication services. Last year the Library looked into filing for Erate to get a reduced rate on its CEN fiber line. The discount is based on the percentage of students receiving free or reduced lunch, which is equal to a forty percent discount in Simsbury. She noted the Erate process is long and tedious, she has done it before and is happy to file for it again. Last year it was decided not to file for it, but rather look for options for reducing telecomm costs in other ways. Ms. Karim, Mr. Orenstein and Rick Bazano have been discussing this over the course of the year. The cost for the CEN line will remain the same for this coming year. Mr. Orenstein had previously recommended the Library look into getting a more robust Comcast line and cutting back the CEN line. One concern is the reliability of Comcast. There was discussion about partnering with the Board of Education to save costs. There is concern at the Board of Education level that there is not adequate bandwidth for all of the schools, the Board of Education Department and the Library. Mr. Orenstein added he feels that is a false concern. Ms. Karim noted there is a requirement to filter internet with the Erate program and that the filtering is very basic. A decision whether or not to file for Erate needs to be made in January. Mr. Orenstein suggested that if the Trustees chose filtering, they should have the Technology Task Force look at integrating the Library's line with the Board of Education's line. He thinks the Library should take advantage of the Town fiber and save some money year after year. Ms. Karim asked Board members to think about where they stand on filtering versus non-filtering, for the Public Library specifically, before the next meeting.

14. Request to Use Program Rooms

Director Karim noted the Library has received a request from the Valley Community Baptist Church to use the Program Room and Program Room 2 on three Saturday evenings each month after the Library is closed for a trial period from January to March. The Church is currently using Eno Hall on the fourth Saturday of the month and they pay the Eno fee structure to use the space on the weekend. The Library policy states that rooms may be used after Library hours, however, there may be a fee charged for custodial costs and costs of keeping the building open. Ms. Karim proposed the Library use the same fee structure as Eno Hall because this request would require a custodian be in the building for three hours after the Library is closed, as well as, cover utility fees. Discussion ensued.

MOTION: Ms. Lauren Miller made a motion to use the same fee structure as Eno Hall if groups want to use the Library when the Library is closed. Ms. Johnson seconded the motion. All were in favor and the motion passed unanimously.

15. Executive Session

None

MOTION: Ms. Johnson made a motion to adjourn the meeting at 8:34 P.M. Ms. Ryan seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Karen Haberlin
Commission Clerk