

Simsbury Public Library - Board of Trustees
TOWN OF SIMSBURY SPECIAL MEETING MINUTES
Monday, January 8, 2018 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, Mark Orenstein, Polly Gardow Rice, Gail Ryan, Chris Tranberg and Library Director Lisa Karim.

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. Approval of Minutes - December 18, 2017

MOTION: Ms. Rice, Ms. Johnson second, to approve the December 18, 2017 Minutes as written; unanimously approved.

4. Public Audience

None

5. Communications

Chairwoman O'Neil remarked that the January-March Edition of the Library Newsletter, created by Stephanie Prato, is a phenomenal piece of communication and added the way the Library is communicating with the Town is great. Director Karim noted there was an article in *The Hartford Courant* about the Code, STEM and STEAM programming at the Simsbury Library and it was very well done. She added that Stephanie Prato was quoted in the article multiple times and her messaging was clear, concise and professional.

6. Friends' Report

No Report

7. Chair's Report

No Report

8. Director's Report

Director Karim referenced her Director's Report, which she distributed prior to the meeting. Ms. Rice inquired if there is a list of position descriptions and an organizational chart. Ms. Karim said she can provide that. Ms. Ryan and Chairwoman O'Neil noted the presentation of information in the newsletter is great.

9. Budget

Director Karim noted she sent out the December Finance Statement and that the Library is under budget overall at this time. The proposed FY19 budget documents were discussed. Separate

from the *Budget*, a CNR request for \$10,850 to upgrade the technology in the Children's Room was briefly noted. The technology has not been updated since the 2008 renovation. Director Karim referenced the Proposed FY19 Budget, which was slightly revised due to the addition of the utility costs. She also reduced the bank fees by \$2300 based on FY18 cost projections. She created a Summary Sheet and noted the total overall increase is 3.3%, also referencing the cap of 1.75%. She noted the contractual increases already bring the total to 3.3% before any other increases are added. She noted all of the other increases line by line. In addition, she noted a savings of \$7386 should the hiring of additional staff members be delayed until January 2019, adding that does not save any money going into FY20. Chairwoman O'Neil asked the Board to give Ms. Karim some direction before she explains the Budget to the new Town Manager. She noted the Library has a much higher cost impact from the contractual increases than other departments, adding that about seventy percent of the Budget is staff. She further noted that the Budget cannot be under the cap without reducing other things, including closing on Sundays. She noted the importance of keeping the quality of the Library at its current level. Ms. Johnson added it's important to acknowledge that the services and activities have mushroomed in the last few years while the staff has remained the same. Discussion ensued about how other municipalities are dealing with this issue, as well as, the State Budget issue. Director Karim also noted the potential loss of another \$19,000 if the Borrow-It reimbursement goes away and the potential \$20,000 increase should positions become open and need to be upgraded to correct issues with the organizational structure. She also remarked on the increased need by residents to use the services of the Library during difficult economic times. Vice Chair Erickson added it should be noted that without the Friends and Angels, the current level of service would not be possible. Ms. Johnson recommended that preparing handouts for Director Karim's presentation of the Budget would be beneficial. Vice Chair Erickson added that Board members should provide support to Director Karim by coming to any Budget meetings.

MOTION: Ms. Rice made a motion to adopt the proposed Budget submission of \$1,599,825. Ms. Erickson seconded the motion. All were in favor and the motion passed unanimously.

10. Internet Service

Ms. Karim reported the Technology Task Force met last week and the BOE agreed to permit the Library to share internet access with the Board of Education through their CEN line. As discussed last month, this will require that the Library filter its internet because the Board of Education files for ERATE. She added they are offering to share their CEN line at no cost to the Library until additional bandwidth is required to support both organizations. At that point a cost sharing would be negotiated. Mr. Orenstein is confident there is adequate bandwidth for both organizations for the foreseeable future. This sharing of the CEN connection will save \$3600 as noted on the FY19 Summary Sheet provided. Director Karim also noted the Library will be able to filter at its own level, separate from the level the Board of Education uses. She spoke with Rick Bazano, the IT Coordinator for the Town, who thought it would only take a few months to switch over.

MOTION: Mr. Orenstein made a motion to go forward with combining with the Board of Education for internet use, recognizing that because the Board of Education will be filing for ERATE, basic filtering, (on a different level than the Board of Education's filtering), will be required and acknowledging that this will be a pilot program that will be reassessed after one

year based on the impact it has on the Library's services and the general public. Vice Chair Erickson seconded the motion. All were in favor and the motion passed.

11. Executive Session (if needed)

None

MOTION: Ms. Ryan made a motion to adjourn the meeting at 7:34 P.M. Ms. Johnson seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Karen Haberlin
Commission Clerk