

Simsbury Public Library - Board of Trustees
TOWN OF SIMSBURY REGULAR MEETING MINUTES
Monday, February 5, 2018 at 7:00 P.M.
Simsbury Public Library - Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut

PRESENT: Vice Chair Anne Erickson, Friends of the Library Liaison Vinod Gadhia, Linda Johnson, Lauren Miller, Mark Orenstein, Polly Gardow Rice, Gail Ryan and Library Director Lisa Karim. Also in attendance was Board of Selectmen Liaison Chris Kelly.

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.

MOTION: Ms. Rice made a motion to add CEN (CT Education Network) Line to the agenda. Ms. Miller seconded the motion and it passed unanimously.

3. Approval of Minutes - January 8, 2018

MOTION: Ms. Johnson, Ms. Ryan second, to approve the January 8, 2018 Minutes as written; unanimously approved.

4. Public Audience

None

5. Communications

Ms. Karim passed around two articles, one in the *Hartford Business Journal* about the Business Resource Center's partnership with SCORE. The second was in the *Hartford Courant* and featured Music with Marie. She also noted Marie recently gifted \$500 worth of musical instruments to the program. Ms. Rice passed on a request from the Friends asking if Board members would be willing to put out yard signs advertising the Maker Faire.

6. Friends' Report

Mr. Gadhia noted three upcoming Friends events, author Amy Bloom on February 23, author Anita Shreve on April 12, Night of a Thousand Stars on April 19 and a trip to the Emily Dickinson House on May 8. Sign-ups are on the Library website.

7. Chair's Report

Vice Chairwoman Erickson noted the Budget Workshop date changed to March 10, time to be determined.

8. Director's Report

Director Karim distributed her Director's Report and Statistics Report. She highlighted the hiring of Christopher Carney as Full-time Adult Services Librarian. She noted he has a very strong background in tech skills and maker programming, including 3D printing. She added

Jessica Archambault joined the Children's Department staff as the Full-time Library Services Assistant, further noting she created the great "Blind Date with a Book" display upstairs. She noted Head of Adult Services Susan Ray and Business Resource Center Coordinator Sarah Loudenslager will be presenting at the CT Library Association Conference on the Repair Cafe held at the Library last July, adding Simsbury is one of the only libraries, if not the only, in the State that has had that program. Stephanie Prato will be presenting at the conference about Coding for Kids. Ms. Karim will also present about two customer service programs that she planned. She noted the Library submitted a grant application to the American Library Association last week for revisiting the Founding Era. It received approval from the Board of Selectman. It will fund two community conversations on historic, thematic topics that bridge to the twenty-first century. The Library selected the treatment of veterans and the peaceful passing of power through elections.

9. Budget

Director Karim distributed the January Finance statement. She noted an issue that needs to be addressed, which is replacing the doors across from the Program Room. They no longer latch properly and they flap in the wind which sets off the alarm. The cost to replace them is approximately \$15,000. She noted that cost can likely be absorbed because so many positions were open for so long this fiscal year. Ms. Johnson inquired about the book return fines going back to the general fund. She wanted to know if something can be done about changing that. Ms. Karim said it is possible. Then Ms. Karim distributed three documents for FY19, noting the Board passed the proposed budget at its last meeting. That budget was submitted to the Town. In the interim, Kathy Dublanica, Head of Circulation, announced her retirement, so the budget has been revised.

10. Head of Circulation

Ms. Karim distributed three documents pertaining to the Head of Circulation position, Upgrade of Head of Circulation to Head of Borrowing and Technical Services, the current job description for Head of Circulation and the proposed job description for Head of Borrowing and Technical Services. The upgrade of this position passed unanimously through the Personnel Subcommittee and is on the agenda for the Board of Selectman meeting on February 15 at 6:00 P.M. She asked Board members to attend the meeting for support. Ms. Karim explained the upgrade of this position will bring it in line with the other department heads in the Library. She noted it also adds supervisory capacity to the position. It will bring the position from the clerical bargaining unit up to the supervisor's unit. She noted other, similar, libraries employ separate staff holding MLS, or comparable degrees, as department heads for their borrowing and technical services departments. Upgrading the position will increase the position from thirty-five to forty hours per week, which will help with staffing the department. The budget impact for this year is only \$676. FY19 will see a bigger increase. Mr. Kelly remarked that three members of the Board of Selectman are members of the Personnel Subcommittee, which approved it. Returning to the budget discussion, Ms. Karim noted the budget passed at the last meeting had a 3.3% increase. With the upgrade of this position, the impact to the budget is about \$22,000. She referenced a revised Proposed FY19 Budget Summary sheet and slight revisions to the utility costs, bringing the increase to 3.8%. She added it is key to note that in upgrading this position, they have also removed the request for the additional part-time circulation assistants in order to lessen the impact as much as possible.

MOTION: Ms. Miller made a motion to approve the revised budget. Ms. Ryan seconded the motion. All were in favor and the motion passed unanimously.

Ms. Karim also noted the budget narrative has been revised to reflect the upgrade of the position. She pointed out the FY 2018/2019 Goals and Objectives in the narrative. In line with the Strategic Plan, the first goal is to continue to provide learning and engagement opportunities for all ages in a cost-effective manner. Four action items follow that goal. Also from the Strategic Plan, the second goal is to serve as a clearinghouse for not only Library service and program information, but also a community information hub. This is also followed by action items, one of which is quantifiable. The third goal is to provide a material collection, both print and digital, which is relevant, well rounded, conveniently accessible and, within budget, supports community need and demand. She noted that goal, also from the Strategic Plan, is a very basic, low-level library goal, but not one that this library has focused on in the past. It is also followed by three action items.

11. June 18 Library Board Meeting

The Library Board meeting scheduled for June 18, 2018 will be held in the Barnes Room. Ms. Haberlin will submit this change to the Clerk's Office for posting.

12. Art Exhibit/Display Guidelines

Barbara Butterworth, the Arts Coordinator for the Library, has requested a change be made to the Guidelines to allow exhibits in all areas of the Library to have a new duration time of one to two months, instead of the current one-month duration.

MOTION: Ms. Rice made a motion to change the exhibit duration time from one month to one to two months. Mr. Orenstein seconded the motion. All were in favor and the motion passed unanimously.

13. CEN Line

Ms. Karim updated the Board on the CEN line discussed previously. Rick Bazano discovered there is an exit, or splitting, fee of \$4800. Mr. Bazano is proposing that the Town take over the Library CEN line so that the exit fee does not need to be paid. Then the Library could piggy back onto the Board of Education's line. He will be discussing that with CEN. There are also engineering fees involved.

14. Executive Session (if needed)

None

MOTION: Ms. Johnson made a motion to adjourn the meeting at 7:45 P.M. Ms. Miller seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Karen Haberlin
Commission Clerk