

**Simsbury Public Library – Board of Trustees  
Town of Simsbury, Connecticut  
Regular Meeting Minutes  
Monday, December 19, 2022 at 7:00 P.M.  
Simsbury Public Library –Weatogue Room and Zoom**

**Present:** Lisa Karim, Director of Simsbury Public Library; Kathleen Miller, Chair of Library Board of Trustees; Polly Rice, Vice Chair of Library Board of Trustees; Greg Golinski, President of the Friends of the Library; Dave Blume, Mary Glassman, Linda Johnson, Holly McGrath, and Mark Orenstein.

**Absent:** Tolly Gibbs and Susan Rubenstein.

**CALL TO ORDER**

Ms. Miller called the meeting to order at 7:02 P.M.

**PLEDGE OF ALLEGIANCE**

All present stood for the Pledge of Allegiance.

**APPROVAL OF MINUTES – November 21, 2022**

**MOTION:** Ms. Rice made a motion to accept the Minutes for the November 21, 2022, meeting as written. Ms. Glassman seconded the motion. The motion carried unanimously.

**PUBLIC AUDIENCE**

No public audience was present.

**COMMUNICATIONS**

Ms. Miller reported that the Board received a “Thank you” letter from Pam Sikora, the Library Services Assistant for the Children’s Department, for hosting the luncheon at staff wide in-service program.

**FRIENDS REPORT**

Mr. Golinski thanked everyone for attending the annual luncheon for the Library associates.

**CHAIR’S REPORT**

Ms. Miller reported that the Library received recognition as a starred library, being one of two Connecticut libraries to do so.

**DIRECTOR’S REPORT**

Ms. Karim reported that there is an offer letter for the candidate for the Business and Career Center Coordinator position, and she anticipates they will start in mid to late January. The Library just completed two unsuccessful recruitments for part-time Adult Services Librarians

and a Children's Services Reference Librarian. With the union's approval, the Library is going to fill the part time Children's Reference Librarian position with a Library Services Assistant, which is a paraprofessional position. This position will be posted in January. The Adult Services position will be reposted in January as well.

Public Works has remedied an issue with the HVC system. There was an issue with the elevator last week but in the budget, cycle coming up there are elevators budgeted for.

### **ARPA PROPOSALS/BOS FINANCE SUBCOMMITTEE**

Two proposals were presented to the Board of Selectmen Finance Subcommittee for ARPA funds.

Ms. Karim stated that one proposal would be to hire an intern to ride the Book Bike to all the elementary school libraries throughout the week during the Summer.

The other proposal is to place library material vending machines, one in Tariffville, and one in Simsbury Farms. This was presented to the Board of Selectmen's Finance Sub Committee.

### **LGBTQ+ STAFF DEVELOPMENT FOLLOW UP**

The staff took part in training to help make the Library more LGBTQ+ Friendly and Welcoming two weeks ago. Ms. Karim shared that a staff member suggested, as a result of the training, that the Library staff could wear small epoxy PRIDE pins on their name badges. It was agreed that the staff should be polled prior to implementing this initiative and it was encouraged that it be reevaluated in a year.

### **2023 MEETING DATES**

**MOTION:** Ms. Johnson made a motion to approve the 2023 meeting dates as written. Ms. Rice seconded the motion. The motion carried unanimously.

**MOTION:** Ms. Rice made a motion to cancel the January 9, 2023, meeting. Ms. McGrath seconded the motion. The motion carried unanimously.

### **FY 2023-2024 BUDGET**

Ms. Karim stated that the FY 2022-2023 Baseline Budget Request of \$1,859,118 is a 3.2% increase from the FY 2022-2023 Budget of \$1,801,084, and that includes the contractual personnel increase of 2.8% and utilities increase of 6.3%. The FY 2023-2024 Budget Increase including Service Improvements would be \$1,927,689, a 3.8% change.

The Library will be submitting three improvement requests. Increasing the Children's Programming from its 2017 increase at \$2,000. Currently the bulk of Children's Programming is supported by the Friends. The Town does not support the Summer Reading Program, and only spends \$0.08 per capita on Children's Programming when are neighboring towns spend \$0.25 per capita. With an increase of \$4,250 it would become \$0.20 per capita.

The hourly wage of part time librarians has not had an increase in at least ten years. There is a request to increase their wage to the Connecticut Library Association Region 2, which is what

Simsbury belongs to. The market average is \$30 an hour to their current \$28.16. This would require \$4,287.

The third request is for a \$2,000 increase to Conference/Education Allocation so that the Library can send another additional person to a conference. Ms. Karim currently has been trading off with another staff member to go, but it is in the best interest of the Library for her to attend to bring back more cutting-edge leadership ideas. To maintain the Library's high level of innovative service, more professional staff should be offered the opportunity to attend national conferences.

For Capital Improvement Projects the Architectural Study for the BCC Center to be a coworking space will be pushed out another year, as the BCC Coordinator candidate will just be starting next month and the slow return from Covid-19.

The Technology Replacement Plan annual amount to replace the computers in the BCC.

Minimum wage is increasing to \$15 July 1, 2023, and the Library is budgeting for it to go up to \$15.55 January 1, 2024. That is an increase of \$4, 225.

**MOTION:** Ms. Rice made a motion to accept the FY 2023-2024 Proposed Budget. Ms. McGrath seconded the motion. The motion carried unanimously.

## **FINANCE REPORT**

Examined but not discussed.

## **EXECUTIVE SESSION**

Not necessary.

## **ADJOURNMENT**

**MOTION:** Ms. McGrath made a motion to adjourn the meeting. Ms. Rice seconded the motion. The motion carried unanimously.

Ms. Miller adjourned the meeting at 7:45 P.M.

Respectfully Submitted,

Amanda Blaze

Commission Clerk