

**Simsbury Public Library – Board of Trustees
Town of Simsbury, Connecticut
Regular Meeting Minutes
Monday, April 17, 2023, 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; Holly McGrath, Secretary of Library Board of Trustees; Greg Golinski, President of the Friends of the Library; Mary Glassman, Mark Orenstein, Susan Rubenstein, and Colleen Yates; Christopher Carney, Adult Services Librarian.

Absent: Dave Blume and Tolly Gibbs.

CALL TO ORDER

Ms. Miller called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

All present stood for the Pledge of Allegiance.

APPROVAL OF MINUTES – March 20, 2023

MOTION: Mr. Orenstein made a motion, seconded by Ms. McGrath, to accept the Minutes of the March 20, 2023, meeting as written. The motion carried unanimously. Ms. Rice and Ms. Rubenstein abstained.

PUBLIC AUDIENCE

Maria Ecke was interested in learning about the Covid funds that the Library received. She made comparisons of various Connecticut libraries. She discussed ways that the Library could enhance the customer service experience.

COMMUNICATIONS

Ms. Miller stated that Babs Gardner, a former Library Board of Trustees member and Library volunteer, had passed away. Her wish was to have contributions made to the Friends of the Simsbury Public Library.

Ms. Karim stated that a patron called to commend Adult Services Librarian, Deanna Foular, on her customer service.

FRIENDS' REPORT

Mr. Golinski reported that on Thursday, April 27th, is the renewal of the “Night of 1,000 Stars”.

He stated that the Author Luncheon in May is sold out.

CHAIR'S REPORT

No report.

DIRECTOR'S REPORT

Ms. Karim reported that at the end of the year the Finance Department will transfer the salary contingency funds into the budget so that all of the numbers line up.

Many of the library staff will be attending the CT Library Association Conference on May 1st.

The First Friday Café has started and Fitzgerald's will be donating cookies.

Adult print circulation is up 2.4% from last year and downloadable use has increased 13.3%.

The Library had the highest number of visitors in March than in any other month in the 2023 fiscal year.

The Circulation department has a new Library Services Assistant, Drew.

The computers in the Teen Space have been upgraded and replaced.

The "Meet the Maker" series will be a number of makers from Simsbury and local communities where they will be coming to the Library, or they will be hosting, and program participants can make different things.

The Teen Services Librarian, Mary Richardson, serves as Co-Chair of the Connecticut Library Association's Justice, Equity, Diversity, and Inclusion Section, and she very wonderfully facilitated two segments of their most current workshop.

CT HUMANITIES GRANT MATCH REQUEST

Ms. Karim stated that the Library can cover the grant match with its operating funds savings, the match is only \$1,385, so it will not have to be requested from the Library Board of Trustees.

ASSOCIATION OF CT LIBRARY BOARDS WEBINAR

Ms. Miller stated that the Association of CT Library Boards is having a "Library Board Basics" webinar, Wednesday, April 26th from 7 P.M. to 8:30 P.M.

CONFERENCE ROOM USE

Ms. Karim stated that following the COVID pandemic the Conference and Study Rooms in the BCC are in very high demand. For this reason and to provide accessibility to the rooms to all Library users, Head of Adult Services Susan Ray proposes revising the reservation policy for these rooms to limit reservations to 4 hours per day per patron and reservations taken only 1 week in advance. Also, should patrons be late for their reservation, the room will only be held for ½ hour before being released for use by others. can reserve conference rooms for four-hour time slots and will be given thirty minutes to show up before it becomes available for other patrons.

MOTION: Ms. Glassman made a motion, seconded by Ms. Rice, to approve the proposed conference room use policy effective May 1. The motion carried unanimously.

FY BUDGET 2023-2024

Ms. Karim stated that she will know of the next update on April 18th, after the Board of Finance finishes their hearing.

FINANCE REPORT

Ms. Karim stated that Library Adult and Young Adult are very over budget in part time salaries because of the part time staff supporting the BCC hours. But because the BCC position has not been filled there is money left over for this year.

EXECUTIVE SESSION

MOTION: Mr. Orenstein made a motion, seconded by Ms. McGrath, to enter executive session to discuss a legal issue. The motion carried unanimously.

MOTION: Mr. Orenstein made a motion, seconded by Ms. Glassman, to end executive session. The motion carried unanimously.

ADJOURNMENT

MOTION: Mr. Orenstein made a motion, seconded by Ms. Rice, to adjourn. The motion carried unanimously.

Respectfully Submitted,

Amanda Blaze
Commission Clerk