

**Simsbury Public Library - Board of Trustees**  
**TOWN OF SIMSBURY REGULAR MEETING MINUTES**  
**Monday, April 16, 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, Kathleen Miller, Lauren Miller, Mark Orenstein, 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 - February 5, 2018**

**MOTION:** Ms. Erickson, Mr. Orenstein second, to approve the February 5, 2018 Minutes; unanimously approved.

**4. Public Audience**

None

**5. Communications**

Ms. O'Neil and Ms. Karim passed around newspaper articles featuring Simsbury Library events. Ms. Karim also noted a Girl Scout project which supported the Seed Library which was mentioned on Facebook and mentioned in the CT Library Association Newsletter Trustees could read campaign pieces for Susan Ray and herself as they are running for CLA Board positions.

**6. Friends' Report**

Ms. O'Neil noted three upcoming Friends events, the luncheon on May 1, the bus trip on May 8 (sold out), and the Night of a Thousand Stars event on April 19.

**7. Chair's Report**

Ms. O'Neil gave a brief overview of the Budget Public Hearing Meeting on April 5, noting the Library did not get any cuts. She also spoke about the Maker Faire scheduled for May 5 from 10 A.M. to 4 P.M., noting there are volunteer opportunities for that, as well as, a volunteer briefing meeting on April 17 at 6:30 P.M. and April 21 at 10 A.M.

**8. Director's Report**

Director Karim distributed her Director's Report, Statistics Report and March Financial Statement. She noted many scheduled programs were cancelled in March due to inclement weather. Highlights included the addition of a new non-fiction children's series of critically acclaimed bilingual picture books, a word of mouth marketing initiative highlighting the Mango language learning database, building leaks from the heavy rainstorm that day, lost access to the shared digital storage drive (now fixed), a final candidate recommendation for the Head of

Borrowing and Technical Services position, the resignation of Administrative Secretary Carol Freeman, and scheduled interviews for that position. In the Business Resource Center she noted Adobe software has been installed on four computers. In the absence of a Head of Circulation, Head of Children's Services Stephanie Prato trained two new Circulation Assistants, Cathy Shanks and Chris Rossetti. She noted Sara Ray attends the Community for Care meetings and represented the Library as a partner in the Dangers of Vaping program for Teens. In April there will be a program about social media and cyber bullying. She also noted Fitzgerald's Foods has renewed their support of Storytime Cafe for another year of providing free baked goods the first Friday of each month. Lastly, she noted Representative John Hampton was hosted by the Teen Advisory Board to facilitate learning about state priorities, the legislative process and he was given feedback about their concerns.

### **9. Budget**

The March Finance Statement was presented. The FY19 Budget was discussed above under *Chair's Report*.

### **10. Creative Interventions Playgroup**

Ms. Karim described this program for children and families with autism, noting it supports objectives in the Strategic Plan. There was brief discussion concerning fees charged for the program. There was consensus that this is a program to support.

### **11. Simsbury Junior Woman's Club Teddy Bear Program**

Ms. Karim explained that this is a program supported by Kids Give Back, a teddy bear-making program, through which the bears are donated to charity. There was brief discussion about the program fee and the fact this is not a fundraiser. There was consensus this is charitable, educational and supports the strategic plan.

### **12. Costume Cleaning Policy**

Ms. Karim advised that the Board approve a new policy to charge for the cleaning of Library costumes when they are loaned out to groups. Discussion ensued.

**MOTION:** Ms. Kathleen Miller made a motion to authorize the Library to collect \$50 from any group borrowing a Library-owned costume for the purpose of professionally cleaning the costume upon its return to ensure it is in a good, healthy state for future borrowers. Ms. Ryan seconded the motion. All were in favor and the motion passed unanimously.

### **13. Volunteer Expo - April 28, 10 A.M. - 12:00 P.M.**

Ms. Karim passed out a handout about the Simsbury Volunteer Expo being sponsored by State Representative John Hampton, the Simsbury Tourism Committee and the Business Resource Center. It will take place on April 28 from 10 A.M. to 12 P.M.

### **14. Friends Annual Luncheon Raffle**

Ms. Karim noted the Library Board sponsors two Library staff members to attend the Friends Annual Luncheon. Susan Ray and Christopher Carney won the raffle and will attend this year.

### **15. Seward Johnson Statue**

Ms. Karim noted the Investor Angels have agreed to pay for the statue. A location for the statue has been proposed and Ms. Karim will discuss that with the Board. It will arrive in mid-May.

#### **16. Live Video Recording Equipment**

Mr. Orenstein noted he applied for an Ensign Bickford Foundation grant on behalf of SCTV to fund the purchase of video recording equipment for the Friends Room and the buildout room. The grant was not approved. He suggested to the Board that SCTV could contribute \$6500 and the Friends could then match that amount to fund this project. It is his hope that the Library would own the equipment and there would be a working agreement between SCTV, the Library and the Town. There was brief discussion and the Board reached consensus that this is a good idea.

Ms. Karim added one other highlight to the *Director's Report* by noting the Library has added automatic renewal to checkouts and has received very positive feedback.

#### **17. Executive Session (if needed)**

None

**MOTION:** Mr. Orenstein made a motion to adjourn the meeting at 7:55 P.M. Ms. Erickson seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Karen Haberlin  
Commission Clerk