

Simsbury Public Library - Board of Trustees
TOWN OF SIMSBURY REGULAR MEETING MINUTES
Monday, June 18, 2018 at 7:00 P.M.
Simsbury Public Library - Barnes Conference Room
725 Hopmeadow Street, Simsbury, Connecticut

PRESENT: Chairwoman Marianne O'Neil, Vice Chair Anne Erickson, Linda Johnson, Lauren Miller, Mark Orenstein, Gail Ryan, Chris Tranberg and Library Director Lisa Karim. Also in attendance was Board of Selectmen Liaison Chris Kelly.

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.

MOTION: Ms. Karim asked for a motion to add Proposal by Camera Club to the Agenda. Ms. Miller made the motion. Ms. Erickson seconded the motion. All were in favor and the motion passed unanimously.

3. Approval of Minutes - May 21, 2018

MOTION: Ms. Miller, Ms. Erickson second, to approve the May 21, 2018 Minutes; unanimously approved.

4. Public Audience

None

5. Communications

The Summer Reading flyer was passed around, as well as, a write-up about the DAR award the Friends won for their community service. Ms. Karim noted Friends President Sarah Hart also won an individual achievement award from the Friends of CT Libraries for her contributions over the last fifteen years. A note Sara Ray received for her support of the senior theses was passed around. Several board members noted complimentary comments received about the Library.

6. Friends' Report

No Report

7. Chair's Report

Due to a lack of a quorum it was decided the July Regular Meeting will be cancelled.

8. Director's Report

Director Karim referred to her Director's Report, Statistics Report and Monthly Financial Statement. A highlight she noted was 3,300 people attended the MakerFaire. Sue Mazurski joins the staff July 1 as the Administrative Secretary. Rachel Gravel joined the staff two weeks ago as Head of Borrowing and Technical Services. The Reference Desk PCs are being replaced to accommodate usage of Adobe Suite. She noted Stephanie Prato and she will be away the end of this week at ALA. Ms. Prato is the Chair of the American Library Services for Children Committee. Ms. Karim was elected Vice President/President Elect of the CT Library Association. She further noted Susan Ray has been reelected to serve as CT Library Association Region 2 Representative. Ms. Karim added the Children's Department was at every elementary school kindergarten orientation this year. In addition Sara Ray reached over 660 children promoting the summer reading program at HJMS. Lastly, Ms. Karim noted the Overdrive digital magazine platform will be available again next month.

9. Budget

Ms. Karim reported they are waiting on a quote for the replacement of the lower level entrance doors across from the Program Room.

10. Lower Level Renovation Update

Ms. O'Neil noted a few highlights regarding the renovation. A meeting was held last week and there was a subcommittee meeting for technical needs. She added the estimated cost at a preliminary view was reduced in order to keep to the budget. There was brief discussion about waiting for a revised quote from Rockwell and the technology budget. Ms. O'Neil noted the architects and Town Engineer met with the Fire Marshall and Building Code Officer. The only point addressed was the need for another doorway for egress from the book sorting area. An RFP will go out this week for a firm to review the specifications and the overall project. Further discussed was a ceiling height issue in the book sorting area and HVAC requirements. It was noted the minutes of the Library Building Committee meetings are available on the Town website under Board of Selectmen. Ms. O'Neil added the project is still on target to start in October or November and to be finished next spring.

11. Proposal from Camera Club

Ms. Karim made the Board aware of a proposal made by the Camera Club to have a holiday photo shoot at the Library with suggested donations. It was agreed this is a good community engagement project and falls within the Library policy as participants will receive digital copies of the photographs taken.

12. Executive Session (if needed)

None

MOTION: Ms. Ryan made a motion to adjourn the meeting at 7:30 P.M. Ms. Erickson seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Simsbury Public Library Board of Trustees
June 18, 2018 Regular Meeting Minutes

Karen Haberlin
Commission Clerk