

From: SimsburyCT Postings June 19, 2009 9:20:00 AM  
Subject: Library Board of Directors Minutes 05/18/2009  
To: SimsburyCT\_LibraryMin  
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
Monday, May 18, 2009  
THESE MINUTES HAVE APPROVED BY THE LIBRARY BOARD

PRESENT: Bert Kaplan, Carol Bingham, Anne Erickson, Babs Gardner, Gail Ryan, Joy Himmelfarb and Charmaine Glew. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. John Hampton, Board of Selectman Liaison and George Boissard, Friends Liaison.

The meeting was called to order at 7:10 P.M. by C. Glew, Chair. C. Bingham moved the minutes of the April 20, 2009 meeting be accepted with the following corrections: Page 1, last paragraph '...10 feet in front of the 1820 House belongs to the House....' On page 2, the correct date of the referendum is May 19, 2009. Second: B. Gardner. The minutes were accepted as corrected.

There was no public audience and no additional agenda items.

Dale Cutler was not able to attend the meeting and in his absence Mrs. Glew reviewed the price of his contract work on the preliminary drawings of re-purposing existing areas for a meeting/conference room. B. Kaplan moved the Board spend up to \$200 for initial drawings for re-purposing existing areas in the building to be used as a meeting/conference room. Second: G. Ryan. So moved.

The Blighs and Riley Sign people were unable to attend but at the May 26th meeting of the Design Review Board will review the drawings prepared by Bligh Graphics for the outdoor sign. The Zoning Board is meeting on June 1st to approve the proposed sign.

COMMUNICATIONS: Mrs. Bullock shared a memo from Library Connections, Inc. about an RFID Workshop to be held in Windsor on May 27th. This group runs CIRSI and any RFID program has to function with CIRSI. All library directors are invited to meet with the consultant who will answer questions on RFID programs.

REPORTS: Friends: G. Boissard reported that Friends' annual meeting is Thursday, May 21st. Friends attended the Volunteer Expo held at Eno on April 28th. The book collections will start on Saturday, May 30th and continue on Saturdays, Tuesdays and Fridays until the end of the summer. Personnel: Mrs. Bingham reported that Mrs. Bullock's annual review has been

completed. Mrs. Bullock expressed her concern over the shortage of staff that currently exists and the difficulty of running the Library under these circumstances. Three high-level full-time staff members are chronically ill and another staff member has a seriously ill family member. The coming year will have fifty-two fewer staff hours and she is concerned about the impact this will have on the public trying to use the Library. It was suggested she prepare a proposal to present if the problem continues.

Interviews will be held next week for the technician for the Learning Center.

Decorating: Measurements have been made for blinds and an estimate will be delivered soon. It will include the different types of blinds being considered: woven, sun blocking, roller-room darkening/privacy shades. The benches and receptacles are in place. The plaques for the benches will be engraved shortly.

Clocks for the Program Room have been purchased.

Building: The doors are on the way. The automatic mechanism will be reconfigured for the new doors.

A tree by the 1820 House fell onto Library property and has been removed. Problems have come up with some of the building's wiring affecting the panels in the Program Room, AV system and the electronic bulletin boards. Mrs. Bullock is trying to locate the wiring schematics so the problem can be resolved.

The Amazon Book problem has been resolved.

Landscaping: Some boxwood on the lower level need to be replaced. Elizabeth Burt will be consulted about replacements. Mulching will take place on May 31st at 8:30 A.M. and volunteers are needed to help out.

Placement of trees and shrubs was discussed keeping in mind the necessity of knowing where underground wiring is. Lights in the lower parking lot have been turned off before some meetings are over and Mrs. Bullock is going to request that the time they are on be extended.

There was no Chair's Report.

DIRECTOR'S REPORT: Mrs. Bullock reviewed the Circulation Statistics and the comparison of the cumulative totals between February 2006 (287,000) and February 2009 (308,000).

Jennifer Keohane's report on what's happening in the Business Resource Center was in the packet as well as her article in Business Line.

BUDGET: The town referendum will be held on Tuesday, May 19th. James Miller will be preparing a presentation of the diagnostics of the website and what does and does not work.

INTERNET POLICY: The current policy is outdated and James Miller has suggested some changes. They will be e-mailed to everyone for review.

MEETING ROOM POLICIES: The number of times the meeting rooms have been used since June 1, 2008 - May 31, 2009 was discussed. A total of 1,575 meetings were held in all the rooms. The Program Room was used the most, the Discovery Room second, and the Technology Learning Center and the Conference Room were heavily used. The study room was used 55% of the time. Questions the staff had on the up-dated policy were discussed. When meetings run past closing time the question of whether staff remains, and who would pay the overtime came up. It was decided to try having the custodian lock up the rooms for about one month. A major concern is the proper shutting down and storage of equipment when a meeting ends. Payment for using the rooms was reviewed and Mrs. Bullock will look into the types of groups using the rooms - whether they are tax exempt groups, Simsbury based groups or groups who may have many Simsbury residents as members and having been meeting at the Library for many years. She will also check the amount of money that is received from these rentals. Anne Erickson will work on any appeals and review any questions with the Board.

At 9: 30 P.M. G. Ryan moved for adjournment. Second: J. Himmelfarb. So moved.

Anne Erickson, Secretary