

From: SimsburyCT Postings August 18, 2010 10:03:32 AM
Subject: Library Board of Trustees Minutes 07/19/2010
To: SimsburyCT_LibraryMin
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Monday, July 19, 2010
THESE MINUTES HAVE BEEN APPROVED BY THE LIBRARY BOARD

PRESENT: Charmaine Glew, Chairperson, Anne Erickson, Gail Ryan, Diane Madigan, Marianne O'Neil, Joy Himmelfarb, Jeff Blumenthal, George Boissard, Friend's Liaison, and Susan Bullock, Director

Charmaine Glew, Chair, called the meeting to order at 7:10 P.M.
J.Blumenthal moved the minutes of the June 28, 2010 meeting be accepted with the following changes: Under "Present," the spelling of Kaplan was corrected; under "Public Audience", in the first sentence, the pronoun "he" was changed to "his"; under "Reports", first sentence of the second paragraph, the guest speaker's first name was changed to "Bernie"; under "Committee Reports", "Gerry" was corrected to "Jerry"; under Chair's Report, Jennifer Keohane, and not Charmaine Glew, met with Emil Dahlquist to review some questions that the Design Review Board had on the footprint of the outdoor sign. Second: Marianne O'Neil. So moved. The minutes were accepted as corrected.

PUBLIC AUDIENCE: None

ADDITIONAL AGENDA ITEMS: None

COMMUNICATIONS: Ms.Glew shared an email from the State Library Association which reported its budget allocations from the Office of Policy Management for the coming fiscal year.

COMMITTEE REPORTS:

Friends of the Library: Mr. Boissard reported that there were lots of books being donated for the upcoming book sale.

Personnel: The BOS approved the Hartford Foundation grant to hire a Floating User Experience Technician for 28 hours/week. On Tuesday July 20th, the Board of Finance will hopefully approve a transfer from the general fund. If so, this position could be filled within a month. Starting August 13th , a full time staff member will be out for surgery and rehab

for six weeks.

Decorating: None

Building: None

Landscaping: The back staircase between the two levels of the outdoor back parking lot have been blocked off until a bee's nest can be cleared. At this time, there are many bees around the library due to lots of clover in the grass.

Parking: None

CHAIRPERSON'S REPORT: None

DIRECTOR'S REPORT: Mrs. Bullock shared her written report. On June 22, the library checked out 2,726 items while the average daily circ is 1,450. This happened to be the first day of the school's summer vacation. The teen summer reading program had more teens signed up for it in the first two weeks than the entire last summer and the adult book talking circles are attracting users not seen before.

Budgets: The library will have to under-expend its encumbrances by \$9,000 to keep in the black. This was a very tight budget due mainly to over-expenditures in the adult part time accounts due to extended sick leaves. Next year might be even tighter as \$40,000 fewer dollars were budgeted.

Building: There have been episodes of 80+ degree temperatures in several parts of the Library. Mark comes and usually, successfully, tweaks the HVAC. There are also some condensation drips in the upper eastern addition (Hopmeadow St.). The Library has been designated as a back-up emergency headquarters in case of need. Fire Marshall Kevin Kowalski and staff from FEMA toured the facility and took notes as to what types of communication systems were available and where they were located in the building.

As Mark Pierce has not responded to quote the modifications needed in the book drop room for the automated book drop, Ms. Bullock requested the Library Board to authorize Dale Cutler to supervise the job, which includes removing the old book drop chutes, installing a new one, moving some wiring and installing the new system. Mrs. Glew will call Mark Pierce for a response and see when he can meet with 3M.

Statistics: Circulation remains about the same as last year, which is very good. Jennifer

Keohane's Program Stats show that her programs bring non-users into the library. The jobs programs are especially well attended. There have been a total of 174 programs this year (7/09-6/10) and 550 programs in total to date.

Long Range Planning: Ms. Bullock extended her thanks to Charmaine and Ian Glew for planning and administering the in-house survey operations and for all Library Board members who were survey-takers. The results will help us formulate goals for a general survey, which Josh Monroe from the Pert Group is interested in working on. Jennifer Keohane attended the American Library Association meeting last month at her own expense. She reported that "hot"

library issues for the future included but were not limited to the following: young entrepreneurs; BRC websites; economic development; remaining relevant; cohesive strategic communication strategies; mobile library units (subway stations, bus stops); teen spaces; service delivery (in the way patrons want and need it).

SIGN: The Library Board discussed whether the Board and /or the Library had any contractual obligations to Randy Reilly who designed the initial sign. Board Member Jeff Blumenthal agreed to review the original contract. Two motions were made:

1. Jeff Blumenthal moved that Randy Reilly's design of an outdoor library sign be abandoned. Second: Joy Himmelfarb Approved unanimously.

2. Jeff Blumenthal moved to hire Dale Cutler, library architect, to design a new outdoor sign to be placed on library property with the design fee not to exceed \$1,500.00 including securing needed approvals from necessary town boards.

Second: Diane Madigan

Approved unanimously

LONG RANGE PLAN TASK FORCE UPDATE: The task force met at 5:00PM on Monday, July 19, 2010. The recent survey of library patrons, which was conducted Monday through Sunday the week of June 21, 2010, along with the results of that survey were discussed.

At 8:45PM Joy Himmelfarb moved for adjournment. Second: Gail Ryan. So moved

Anne Erickson
Corresponding Secretary