

From: Rick Bazzano September 30, 2008 8:56:04 AM
Subject: Library Board of Directors Minutes 08/18/2008
To: SimsburyCT_LibraryMin
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
Monday, August 18, 2008

Attending: Bert Kaplan, Gail Ryan, Joy Himmelfarb, Babs Gardner, Charmaine Glew, Carol Bingham, George Boissard, Friends Liaison, Susan Bullock, Director

The meeting was called to order at 7:00 by C. Glew. J. Himmelfarb agreed to take minutes for the meeting. G. Ryan moved the minutes of the July 14 meeting be approved with three corrections. B. Kaplan seconded. So moved.

Public Audience: Elizabeth Burt, landscape volunteer. Elizabeth Burt, who is becoming a Master Gardener, presented a detailed design with diagrams and financials, to replant the two beds at the main entrance of the library. She will do all the initial labor and maintain the gardens for ten years.

Communications:

There were no communications.

Committee Reports:

Friends:

-G. Boissard reported that the Friends Workroom is a success, borne out by the positive comments of people sorting books for the sale. The Friends' Store is taking in about \$200 a week.

-C. Glew reviewed a communication regarding the Friends' building fund and expenditures that she received from Marilee Porter:

\$1,181,000 pledges

10,000 Best Buy

996,000 collected pledges

185,000 uncollected pledges

41,500 interest

709,500 expended to date

720,000 approved for FF&E

645,488 set aside for specific items

74,512 to be allocated for additional items

Decorating: C. Glew has received a non-itemized bill from JCJ Architecture for \$6,000. She will contact them to learn what we are being billed for.

Landscaping:

-S. Bullock will find out who is responsible for the mowing.

-G. Ryan moved that we accept Elizabeth Burt's proposal for the gardens with the following conditions:

*Ms. Burt will get a bid from Warner Nursery on all materials.

*Location of all underground cables will be determined before any digging is done.

B. Kaplan seconded. So moved.

-B. Kaplan moved that we approve up to \$1,000 for this project to be taken from Library Board funds. C. Bingham seconded. So moved.

HUD Task Force:

G. Ryan reported that the HUD grant application for \$147,000 was completed, signed by Mary Glassman, and submitted. The money is to be used for an RFID system for the library.

Director's Report:

-S. Bullock will be on vacation from 8/22 to 9/17.

-Ms. Bullock reviewed the personal, departmental, and professional development goals that she wrote at the request of Mary Glassman. She requested that the board assign priorities for personal and departmental goals. She also reviewed her responses to economic challenges and green initiatives.

-The board received a copy of a job description for a part-time employee that Ms. Bullock has submitted.

-Staffing issues were enumerated. The library now has two part-time employees doing the work of six, and no one to work Sundays after Labor Day. Money for staff is allocated but she is awaiting approval from the town. She would like permission to do four emergency hires so the library can open Sundays in September. S. Bullock and C. Glew will meet with Mary Glassman on Wednesday. Ms. Glew moved to authorize Ms. Bullock to close the library on Labor Day weekend and Sundays if the staffing issues are not resolved. C. Bingham seconded. So moved.

Building's Outstanding Items:

-The list of incomplete items was reviewed.

-The problem with the folding doors needs to be brought to the Public Building Committee for resolution.

Policies:

Using the library for political debate is acceptable under library policy.

Celebration of Trees:

The board decided that using the library to display Christmas trees for the Celebration of Trees fund-raising is inappropriate.

Gift Donations:

The board referred a donation of prints that was offered to the library on to the Decorating Committee for action.

Web Site Task Force:

The web site task force has been unable to meet. Ms. Bullock has told Mary Glassman that Jennifer Keohane is the library's contact person for the town's web site project.

At 9:45 P.M., C. Bingham moved for adjournment. B. Kaplan seconded. So moved.

Joy Himmelfarb
Secretary Pro Tempore