

From: SimsburyCT Postings September 25, 2012 9:41:01 AM
Subject: Library Board of Trustees Minutes 08/20/2012
To: SimsburyCT_LibraryMin
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING – August 20, 2012

THESE MINUTES HAVE BEEN APPROVED BY THE LIBRARY BOARD

PRESENT: Joy Himmelfarb, Gail Ryan, David Blume, Diane Madigan, Diana Fiske and Charmaine Glew. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. George Boissard, Friends Liaison.

The meeting was called to order at 7:10 P.M. by Ms. Himmelfarb, Vice-Chair. Mr. Blume moved the minutes of the July 16, 2012 meeting be approved. Second: Mrs. Ryan. The minutes were approved.

There were no COMMUNICATIONS but the new manual for Connecticut Public Library Trustees was distributed.

COMMITTEE REPORTS: Friends: Mr. Boissard reported that books are coming in for the Book Sale at about the same rate as last year. Mrs. Fiske asked if there were any reference books appropriate for middle school aged children that would not be used in the book sale; she would accept them for a new private middle school being formed in the Asylum Hill area of Hartford. There were no Personnel or Decorating reports.

Building: The keypad for the staff privacy door has not been installed and Mrs. Glew will pursue this. Mrs. Bullock will be meeting with Town personnel to discuss the transfer of funds between line items and the purchase order process during a fiscal year.

Landscaping: Mrs. Ryan and Mrs. Glew checked the trees on the property and the Sav-A-Tree services quote with regard to the proper maintenance of these trees. No action will be taken at this time and it is hoped to get two more quotes regarding this work. Tom Roy will be asked if some of the dead trees and obvious dead branches can be removed by the Town.

Parking: The paving from Boy Scout Hall has not been done and there is no date on when this will be completed.

There was no CHAIR'S REPORT.

DIRECTOR'S REPORT: Mrs. Bullock's report covered the latest happenings at the Library. In particular she shared Joan Nagy's report on this summer's

teen activities. Ms. Nagy made recommendations on how to attract more teens to Library with the ultimate goal of forming a Teen Advisory Board. She mentioned that forming a relationship with teens through the Teen Center, schools and churches as a way of attracting them to the Library. This summer saw teenagers volunteer in sorting and accepting books for the Book Sale as well as helping out in the Library during regular Library hours.

A scanner that can be used by the public has been available for demonstration purchases this summer and Mr. Miller will provide more information on stats and the cost of purchasing or leasing one next month. Two articles related to libraries were shared, one mentioning Simsbury's Business Resource Center and another about bringing digital creation technologies to libraries, both in the American Libraries Magazine. Discussion followed on how other libraries are providing tools for multi-media conversion (e.g.: converting old VHS tapes to DVD and audiocassettes to CD). Mr. Blume will pursue this.

BUDGET: The printed report was reviewed. Mrs. Bullock, Mrs. O'Neil and Mr. Blume will be meeting with Ms. Harris and Mrs. Glassman to discuss the line item format for better clarification.

EMERGENCY PROCEDURES: A request from a staff member about the procedures to follow during an emergency was shared. Kevin Kowalski, the town's Fire Marshall, will be talking with the staff at the next staff meeting. Mrs. Bullock will review the response to a tornado or severe weather warning and the emergency warning call list with the staff. She will speak with the Police Department about whether there is a procedure for a lockdown.

BIKE RACK: The bike rack, donated by Bike Walk Simsbury, has been delivered and Ms. Himmelfarb will contact Ann Marie Potter about when it will be permanently installed and reconfirm that it should be placed on the west side of the lower entrance symmetrically opposite the current bike rack.

At 8:50 P.M. Mrs. Glew moved that the Board go into Executive Session to discuss personnel issues. Second: Mrs. Madigan. So moved.

At 9:22 P.M. the Board returned from Executive Session and made the following motions:

Mrs. Fiske moved to accept the job description for Business Resource Center Coordinator as amended. Second: Mrs. Glew. So moved.

Mrs. Glew moved to accept the job description for Library Technical Assistant – Support Services as amended. Mrs. Fiske seconded the motion and

the motion passed.

Mrs. Ryan moved to accept the job description for Library Technician – Support Services T-6 as revised on August 20, 2012. Mr. Blume seconded the motion and the motion passed.

Mr. Blume moved to accept the staffing changes in response to recent vacancies as recommended on August 20, 2012. Ms. Himmelfarb seconded the motion and the motion passed.

At 9:30 P.M. Ms. Himmelfarb moved for adjournment. Second: Mr. Blume. The meeting adjourned.

Diane Madigan, Secretary