

From: Rick Bazzano September 30, 2008 8:57:28 AM  
Subject: Library Board of Directors Minutes 09/15/2008  
To: SimsburyCT\_LibraryMin  
Cc:

THESE MINUTES HAVE NOT BEEN APPROVED BY THE LIBRARY BOARD

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
Monday, September 15, 2008

PRESENT: Joy Himmelfarb, Bert Kaplan, Gail Ryan, Carol Bingham, Anne Erickson, Babs Gardner and Charmaine Glew. Staff: James Miller, Jennifer Keohane. George Boissard, Friends Liaison, and Eileen Sickinger, Recording Secretary.

Carol Bingham, Vice-Chair, opened the meeting at 7:05 P.M. in the absence of Charmaine Glew who was delayed in traffic. B. Kaplan moved the minutes of the August 18, 2008 meeting be approved. Second: J. Himmelfarb. So moved.

There was no public audience and no additional agenda items.  
Mrs. Glew arrived to chair the remainder of the meeting.

COMMUNICATIONS: G. Ryan shared an article about a Rhode Island library that loaned fishing gear.

Mrs. Glew shared a letter from Joel Mandell about a letter he received from Sarah Sturgis. Ms. Sturgis is interested in helping the Hartford Public Library in light of their current financial difficulties. She wondered whether some type of collaborative unit could be established among neighboring communities. Since town tax funds can not be shared it was suggested that perhaps some type of volunteer program could be formed, such as the Friends. The letter will be passed on to Mrs. Bullock with the suggestion she speak with libraries in the area before any decision is reached.

Mrs. Glew shared a copy of a memorandum from Carolyn Keily related to the posting and notification of agendas and meetings. This is House bill No. 6502 stating that, effective October 1, 2008, agenda notices and copies of minutes must be posted on the Town's website, as well as the usual "paper" notices that go to the Town Clerk.

Mrs. Ryan shared a copy of a memorandum related to the HUD grant stating the environmental review of Special Project Grant B-08-SP-CT-0360, Simsbury Public Library, of the Economic Development Initiative Special Purpose Grant is complete. It has been determined by the Town that the equipment funding is a Categorical Exclusion under 24CFR Part 58, 35 (b)(4) and is

not subject to section 58.5 of that part. Funds may now be drawn in accordance with the grant agreement and letter of credit provisions.

COMMITTEE REPORTS: Friends: G. Boissard reported that the Used Book Sale earned \$33,100.

C. Bingham moved that Friends be allowed to use the storage room to sell and store books. Second: G. Ryan. So moved. Logistics will be worked out. J. Himmelfarb suggested the use of palettes for the books being stored.

Personnel: The Town has retracted the full-time assistant circulation position to three part-time positions. This was necessitated because of scheduling difficulties. Mrs. Glew suggested that volunteers from the Board might be able to come in when there is a staff shortage. The volunteers could direct patrons to areas where books could be checked out and direct phone calls.

Decorating Task Force: Mrs. Glew has been in touch with the interior designer about the \$6,000.00 additional charge and is awaiting an explanation.

Fund Raising: At Best Buys Grand Opening the Library was presented with a \$10,000.00 ceremonial check with the funds to be deposited soon.

Landscaping: A thank you note will be sent to Elizabeth Burt for the landscaping recently done at a cost of \$810.00.

CHAIR'S REPORT: Mrs. Glew will be out-of-town for the October and November meetings. The meetings will be held as scheduled since an quorum will be present.

DIRECTOR'S REPORT: In Mrs. Bullock's absence James Miller gave the report. He distributed the budget reports and monthly income report for August. He reported that computer classes will begin September 22nd. The new extra space is filling up and weeding of books is continuing. All technology is working.

POLICIES: With the expansion there has been a greater number of requests to use the different library rooms. The policies regarding usage of the building needs updating and James Miller and Jennifer Keohane participated in the discussion. Mrs. Glew will prepare the recommended changes and distribute them for final approval. Ms. Keohane will do the wording for the Business Resource Center rooms.

Among the highlights were: The Library Board will continue to meet in the Wagner Conference Room.

The number of times an organization can reserve a room will continue at four (4) times a year with preference given to Simsbury based groups. When available, spontaneous usage could be possible. Fee structure was discussed for the types of organizations was also reviewed. Library programs, library board meetings and town government events continue to take

precedence over all other requests. The Business Resource Center rooms are for Simsbury based businesses, Simsbury business people and Simsbury Chamber of Commerce members. Ms. Keohane will prepare the wording of this policy.

Previously the application to reserve rooms was filled out by the staff and then signed by the person making the reservation. Now the reservation is put into the computer by a staff member. It was suggested that when a group reserves a room, they be given a copy of the rules.

The reservation calendar should be available to staff on both the upper and lower levels of the Library so there is no duplication.

The type of appropriate advertising for those using the rooms was reviewed. The policy regarding rules of behavior, particularly children left unattended was also discussed.

Mrs. Glew will prepare the changes and mail them to the Board for their any corrections/additions.

Political policies will be discussed at the next meeting.

WEBSITE TASK FORCE did not meet this month. The meeting with the Town will be rescheduled.

Mr. Kaplan informed the Board that the fishing kiosks are still being discussed and when things are finalized someone from the DEP will come and explain things.

At 9:15 P.M. C. Bingham moved for adjournment. Second: B. Kaplan. So moved.

Anne Erickson, Secretary