

From: Brett Marchand November 25, 2008 7:48:03 AM  
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Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
Monday, October 20, 2008

THESE MINUTES HAVE BEEN CORRECTED APPROVED BY THE LIBRARY BOARD ON NOVEMBER 17, 2008.

Present: Anne Erickson, Joy Himmelfarb, Gail Ryan, Babs Gardner, Carol Bingham. George Boissard, Friends Liaison. Susan Bullock, Director and Eileen Sickinger, Recording Secretary.

The meeting was called to order at 7:15 P.M. by C. Bingham, Vice-Chair. The minutes of the September 15, 2008 meeting were accepted.

G. Ryan moved that Agenda Item #3 be tabled until the arrival of Rich Sawitzke. Second: A. Erickson. So moved.

There was no public audience and no additional agenda items.

Communications : Mrs. Bullock shared the library article that was in The Hartford Courant's August "Discover Simsbury" insert.

Reports: Friends: G. Boissard reported that Friends have reinvested all Building Funds and moved them into insured CDs.

Personnel: Mrs. Bullock reported that the staff's annual performance evaluations are due this week.

Decorating: Adjustments are still being worked out with the furniture. Some tables have not arrived while necessary repairs have been made to those chairs and bolsters needing them. The Y/A chair situation is being researched. ( The Board now moved to Item #3, Stream Crossing.)

Stream Crossing: Rich Sawitzke shared plans for a proposed crossing from the Library parking lot to Boy Scout Hall. Implementation of such a project is dependent upon the receipt of grant money. One option is a driveway, with an adjacent pedestrian footpath, exiting at the traffic light currently at Boy Scout Hall. Another option would be to have a pedestrian bridge. Both plans would allow for additional parking. The current estimate for the pedestrian bridge would be in the area of \$95,000-\$100,000. The driveway estimate would be in the area of \$250,000. While the wetlands permit is in place, some zoning permits would be required. The Board reviewed the drawings of both plans.

The outside folding doors have been malfunctioning frequently. Mr. Sawitzke was asked to aid in finding a solution since the problem impacts the ability of patrons to enter the building. Mrs. Bullock feels strongly that these doors do not function well in high traffic areas and has asked the architect to change this type of door. The contractor, Town, and architect have all been notified whenever the doors malfunction. Mrs. Bullock will keep in touch with the necessary personnel about the problem and will keep the Board informed of any progress.

The meeting continued with its Reports: Building: Since money has been received for a memorial bench, it was decided to look at one that has been installed in Schultz Park. If it meets with the approval of the Board, Mrs. Bingham will order one and the Town will take care of the installation.

There was no fund raising or landscaping report.

Director's Report: There was no statistics report this month because of a computer glitch.

Mrs. Bullock has submitted job descriptions for the PT Reference/Program/Teen Librarian and

PT Computer Lab Technician. The tech position will definitely be filled because it is grant funded. With the current economy filling the other position is still uncertain.

Programs in both the Children's Room and the Business Resource Center are in full swing. Teen programs have been cancelled since there is no in-house staff person to deal with the daily contact with teens that is necessary.

The HUD Grant has been approved, and when the necessary paper work is completed Mrs. Glassman and the Board of Selectmen will be asked to officially accept it and the Town Treasurer can draw down the funds.

Mrs. Bullock and Mrs. Keohane are attending the Town-wide IT Needs Assessment meetings.

Work continues on making the website more user friendly.

A description of the Library's fall technology classes are in the Director's packet.

Mrs. Bullock noted that over 36,000 books were read by Simsbury children this summer. 80% of the children in Town participated in the program. This was the result of the joint collaboration between the Simsbury schools and Library.

Library Policies: The Meeting Room Policy, Unattended Children Policy, and Political Notices Policy, were reviewed. The Meeting Room Policy was tabled until the November meeting.

J. Himmelfarb moved that the Library Board approve the Unattended Children Policy as amended. Second: G. Ryan. So moved.

G. Ryan moved that the Rules of Behavior Policy be approved as amended. Second: J. Himmelfarb. So moved.

The Political Solicitation Policy was discussed and it was decided that the policy should include that solicitation and/or pamphleteering may be conducted on Library grounds in a designated area, during designated hours, as set by the Library Board. Solicitation and/or pamphleteering may not be conducted in the Library building. Such activity may not interfere with citizens. Approval of this policy was tabled for at least one month.

Website Task Force was discussed earlier and an attachment to the Director's Report contained the Pre-Planning Meeting Questionnaire that addressed technology as it is working (or not).

At 9:30 P.M. J. Himmelfarb moved for adjournment. Second: B. Gardner. So moved.

Anne Erickson, Secretary