

From: SimsburyCT Postings November 18, 2011 10:10:55 AM  
Subject: Library Board of Trustees Minutes 11/14/2011  
To: SimsburyCT\_LibraryMin  
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING – November 14, 2011

THESE MINUTES HAVE NOT BEEN APPROVED BY THE LIBRARY BOARD

PRESENT: Charmaine Glew, Gail Ryan, Anne Erickson, Marianne O'Neil, Diane Madigan, and Jeff Blumenthal. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. George Boissard, Friends Liaison.

The meeting was called to order at 7:05 P.M. by Mrs. Glew, Chair.

MINUTES: D. Madigan moved the minutes of the October 17th meeting be accepted with one correction: The rental time for DVD TV series is still being reviewed. Second: A. Erickson. The minutes were accepted as corrected.

PUBLIC AUDIENCE: Diana Fiske and David Blume, newly elected Trustees. They were welcomed and congratulated on their election.

ADDITIONAL AGENDA ITEMS: Mrs. Glew moved that 8A, Holiday Closings be added to the agenda and that her Chair's Report be moved to the end of the agenda. Second: A. Erickson. So moved.

COMMUNICATIONS: Articles on Amazon starting its own digital library and the digital library in the Chicago Library were shared.

The Jr. Women's Club has again requested use of Library space on November 21st, November 30th and December 4th to store material for their luminary fund raiser. Their request was approved based on past practice. The Connecticut Parent Magazine featured an article by Cheryl Donahue, Head of Children's Services, titled Picture Books Filled with Art in their October issue.

REPORTS: Friends: Mr. Boissard thanked the Board for their support during his recent illness. Julie McKay, President of Friends, has announced that the President-elect position of Friends has been re-opened. The Friends next meeting is November 17th and the on-going book sale is going well.

Personnel: The Personnel Committee of Mrs. Madigan, Mrs. Himmelfarb, Mrs. Glew and Mrs. Bullock will be meeting to discuss the reorganization of Library staff on Thursday, November 17th at 4:30 P.M.

Decorating: Certain areas of the building need either repainting or freshening-up and available Board members will do a walk thru to review these areas.

Building: The building did not receive any damage during the recent October snowstorm. Rich Sawitzke has informed Mrs. Glew that he hopes to tie-in the walkway to Boy Scout Hall with the sidewalk being constructed on Hopmeadow Street. The Board wants clarification on whether this will also include the

extra parking spaces and lighting to Boy Scout Hall that has been approved or is this just an improvement to the current walkway from Hopmeadow Street to Boy Scout Hall.

Mrs. Madigan looked into whether the Town has a written no-smoking policy for Town buildings and property. It appears that there is nothing specifically written on this issue. The Library Policy does have a no-smoking policy and Mrs. Bullock will post appropriate signs indicating this.

There was some tree damage done during the recent storm which will be taken care of by the Town. There is one small flowering tree that could possibly be saved and Mrs. Bullock will call Sav-a-Tree to get an estimate on what this might cost. She will e-mail the information to the Board. She will also check whether insurance might cover the cost.

Mrs. Glew will send a thank you note to Michele Jenks and Elizabeth Burt of the Simsbury Garden Club for the flower arrangements the club provides throughout the year.

Parking: No report

DIRECTOR'S REPORT: Mrs. Bullock reported on the staff's cooperation during the recent power outage. Staff members who could not come to work helped out at the shelter at Simsbury High School and some worked from home if they had power. There was a status report on the Library in the Town's daily bulletin. Free hot beverages were provided and the Children's Room hosted activities on Friday and Saturday after the building was reopened. Because extra hot beverages had to be reordered Mrs. Glew moved that the next invoice for hot beverages be paid out of line item No. 211. Second: D. Madigan. So moved. Mrs. Glew will send the staff a thank you note for their hard work during that week. A special Halloween program, with treats provided by the Town, was a huge success with many requests for a repeat next year.

The new Mid-day programs are proving to be very well attended.

The Universal Classes available on-line for Simsbury residents is up and running. A new leader for the Fireside French Group has been found.

The Town is in the process of changing its budget format for fiscal year 2013 and the new template was in the Director's packet.

There was discussion on downloadable books and e-books and their availability.

HOLIDAY CLOSINGS: Following discussion G. Ryan moved that the following holiday closings be approved: THANKSGIVING: Wednesday, November 23rd: close at 5:00 P.M. Close on Thursday, Thanksgiving Day and Friday, November 25th (a Town Holiday). Open regular hours on Saturday, November 26th from 10:00 A.M. – 5:00 P.M. and open Sunday, November 27th from 1:00 P.M. – 5:00 P.M. CHRISTMAS: Close Christmas Eve and Christmas Day, December 24th and 25th and Monday, December 26th (a Town Holiday).

NEW YEAR'S: Close New Year's Eve, December 31st and New Year's Day, January 1st and Monday, January 2nd (a Town Holiday). Second: A. Erickson. The holiday closing schedule was approved.

BUDGET: In preparation for the new fiscal year's budget the Board hopes to schedule a meeting with the First Selectman for December 19th prior to the regularly scheduled meeting or another date convenient for her. The other Selectmen will also be invited to attend. On December 5th at 7:30 P.M., following the swearing-in ceremony of the new Board members, the Board plans to have a special meeting to discuss budget planning.

CHAIR'S REPORT: Mrs. Glew announced that she will be stepping down as Chairman of the Board in December. Elections will be held in December for a new Chair, Vice-Chair and Secretary. She thanked the Board for their hard work and cooperation during her tenure and reviewed the accomplishments made during this time. The Board in turn thanked her for the hard work she has exhibited in the interest of the Library.

Mr. Blumenthal announced this was his last meeting since he has been elected to the Board of Finance. A new member will be appointed to replace him for two years. He was congratulated and wished well in his new position.

At 9:30 P.M. J. Blumenthal moved for adjournment. Second: A. Erickson. So moved.

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Anne Erickson, Secretary

