

From: Brett Marchand November 25, 2008 7:48:41 AM
Subject: Library Board of Directors Minutes 11/17/2008
To: SimsburyCT_LibraryMin
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
MONDAY, NOVEMBER 17, 2008

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE LIBRARY BOARD

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

The meeting was called to order at 7:05 P.M. by C. Bingham, Vice-Chair. J. Himmelfarb moved the minutes of the October 20, 2008 meeting be accepted with the following corrections: Under Friends: ...G. Boissard reported that Friends have reinvested all Building Funds and moved them into insured CDs. Last sentence of minutes correct spelling to Pre-planning. Second: G. Ryan. So moved.

There was no Public Audience.

Communications: Mrs. Bullock had two pieces of correspondence praising the performance of James Miller, Head of Adult Services.

She will email information of "Go Library" to members.

B. Gardner shared an email from Jackson Eno about the December 1st visit of Bibi Gaston's visit to Simsbury. He asked if Friends could arrange a special program, but they were unable to do so at that time. The author of The Loveliest Woman, she is the granddaughter of Rosamond Pinchot, who is the niece of Gifford Pinchot. It is hoped she will be able to visit the Library while in Simsbury.

Friends: G. Boissard reported that as of November 17th there is \$160,000 in uncollected pledges. There is \$300,000 in unexpended money still available from the fund raising. The ongoing book sale raises between \$80-\$85/week.

Personnel: Mrs. Bullock reported on three issues coming before the Town's Personnel Sub-Committee. She will be meeting with Mrs. Glassman and Mr. Robertson prior to the sub-committee's emergency meeting to explain how the current five open positions are impacting the Library's operations and services. These five part-time positions were approved in the 2008-2009 budget. She shared, and the Board reviewed, her draft of the presentation she would make to the sub-committee and asked for the Boards's input:

1) Three part-time positions that basically cover Sunday hours would go

unfilled. This would mean the closing of the Library on Sundays beginning December 7th. Sunday has the highest per capita/per hour of people coming into the building. These positions were advertised before the freeze and three candidates were chosen. She will be recommending that these candidates be sent conditional letters of appointment and she will ask for authorization to extend the temporary appointments through December until the new appointees can start work.

2) The part-time reference librarian, for teen and adult programs, is for 17.5 per week. This position focuses on programs and services for teens and adults. Attending to the young adults is especially important and their needs should be met with appropriate services and programs. This group is a major focus of the Library's five year plan and continuity is needed by having someone available when the teens are in the building.

3) The Technology Learning Center Technician is fully funded by the grant from The Hartford Foundation for Public Giving. Programs funded by this grant have already served 350 people. A technician would assist students and staff during class time as well as being in charge of the room and its equipment when there are no classes. There would be no fiscal impact to the Town since this salary is from grant money. If this position is not filled the money would be returned to The Hartford Foundation and this action could jeopardize opportunities for future grants.

Mrs. Bullock's presentation to the sub-committee will include the fiscal impact for each of these requests.

Decorating: Memorial benches were reviewed and B. Kaplan moved for approval to purchase two Wabash Valley benches, style B - Courtyard, CY 4205, slat back, black, at a price not to exceed \$1,500.00 per bench, installed, delivered and engraved. Second: A. Erickson. So moved.

Cheryl Donahue has asked for authorization from the Board to purchase, from Rene Dry funds, a Karen Rossi, 3 dimensional metal wall sculpture for the Children's Room. A decision will be made next month.

Building: Sarah Floroski of the Main Street Partnership has a map of Hartford County and asked if the Library had a place for it. It included a picture of Simsbury's Belden House. Following discussion G. Ryan moved that the Main Street Partnership be thanked for their offer of the map but the Library does not have a proper place that would do it justice. Second: B. Gardner. So moved.

A request has been made to have a wheelchair available in the building. Ms. Himmelfarb will look into where one can be obtained.

The original Agati Rio chairs have been ordered, as well as the Box Drawer dividers and the Bernhard Balance ottomans.

The folding doors are working better but are still problematic. Mr. Hampton will look into the problem and get back to Mrs. Bullock. G. Ryan moved that a letter be sent to the First Selectman, with copies to the Board of Selectmen, the Public Building Committee, architect, and Town Engineer

outlining the history of the door problem and request replacements with power assisted doors. Second: B. Gardner. So moved.

Mrs. Bullock wanted the Board to be aware that there is water in the conduits in the lower level staff room. She is concerned the pipes could freeze during the winter months and she has notified the necessary people.

Landscaping: Covered earlier.

HUD Grant: When John Wilcox has completed his forms all forms will be complete.

DIRECTOR'S REPORT: Mrs. Bullock's report included the Simsbury Library 2007-2008 Connecticut Library Survey, the circulation statistics, Expenditure Report as well as the schedule of computer classes from October - December 2008

Grant reports and the report for the Town's Annual Report are due in December.

Policies: The Meeting Room Policy was tabled for another month.

B. Gardner moved the Solicitation and Pamphleteering Policy be approved to read as follows: "Solicitation and pamphleteering may not be conducted in the Library. This includes requests for membership, money, signatures on petitions and similar activities. These activities may only take place outside the Library in the area by the flagpole at the upper entrance to the Library, during the hours the Library is open. Solicitors must not interfere with citizens' free and impartial use of the Library. Exempt from this policy are activities of the Friends of the Library and the Library Board of Directors or the Board's designated representatives. Second: B. Kaplan. So moved.

It was requested that Email Policy be put on next month's agenda. J. Himmelfarb will get clarification on the Town's policy of using the Town's email addresses.

At 9:00 P.M. G. Ryan moved for adjournment. Second: J. Himmelfarb. So moved.

Anne Erickson, Secretary.