

From: Brett Marchand December 17, 2010 11:47:16 AM
Subject: Library Board of Trustees Minutes 12/13/2010
To: SimsburyCT_LibraryMin
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Monday, December 13, 2010

THESE MINUTES HAVE NOT BEEN APPROVED BY THE LIBRARY BOARD

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

The meeting was called to order by C. Glew, Chair at 7:00 P.M.

Minutes: B. Kaplan moved the minutes of the November 15, 2010 meeting be accepted as presented. Second: M. O'Neil. So moved.

Public Audience: Kathy Dublanica and Mary Lou Wigley, staff members.

Additional Agenda Items: Mrs. Glew requested that "Staff Concerns" be added as item 4A.

Mary Lou Wigley of the circulation department, represented the staff in presenting two of their concerns.

First, the appearance and functionality behind the circulation desk on the upper level has been a concern for some time to the staff. There is a problem with the height and configuration of the shelves for the books on hold. She had a sketch of a proposed solution designed by the staff and informed the Board that there are shelves currently not being used in the Technical Services area that could be moved to this area. Other options were reviewed.

The second concern is the layout of the circulation desk. Currently it is awkward and inefficient - there is little room for staff to move around to properly shelve the holds and other items that belong in that area. She had pictures that demonstrated the staff's difficulties. At this point the Board went upstairs to view the area.

The ADA station can not be changed and it was decided that new options be put in place on a trial basis to see what works out. Mr. Kaplan moved, "That the computer on the ADA desk be moved to a higher level to see if this works better. Also, the strip in front of the area where the computer currently sits should be checked to see if the wiring can be rearranged." Second: J. Blumenthal. So moved.

The well-being of the staff is a major concern and it is hoped some these changes will help. It was suggested that there might be a town staff member

with the expertise to work out some of the reconfiguration.

COMMUNICATIONS: Mrs. Glew shared a note from Mrs. Erickson, and acknowledged Mrs. Bullock's information on futuristic libraries. She also had articles from Margaret Patricelli on libraries in the National Geographic for Children.

Mrs. Glew also noted a conversation she had regarding a problem a patron had after losing a CD. The amount expected to replace the CD (\$90) seemed out-of-line since it could have been purchased for much less from a retail store. Mrs. Bullock explained the difference of replacing lost items through a library vendor and a patron purchasing them in a retail store. She will be sure the problem is resolved in the patron's interest.

REPORTS: Friends: Mr. Boissard reported on the success of the Friends staff party.

Mrs. Glew had a bill in the amount of \$1,017.00 for the use of the gym at Simsbury High School for the Book Sale. There will be further discussion on whether to ask for compensation when other town departments use the Library for their meetings.

For a short period of time the Simsbury Junior Women's Club used library space to store material for their fund raiser aiding a local child. All worked out well.

There were no reports related to: Decorating, Building or Landscaping.

Parking: As plans progress for the proposed bridge/walkway to boy Scout Hall, Mrs. McKay of Friends, has suggested that Mr. Sawitzke obtain from the town attorney a Declaration of Easement, Covenants and Restrictions. Completion of this document will clarify the cross access easements, shared parking and related issues such as maintenance of the road, etc. Once completed getting the necessary bids can commence.

CHAIR'S REPORT: Mrs. Glew brought to the Board's attention Colin McEnroe, NPR radio personality, will feature the Clinton Library on his December 16th program from 1:00-2:00 P.M.

She asked Mrs. Bullock about the process of getting the Newsletter from the website as well as the process of downloading audio books.

The policy of checking out only three audio books has changed from the previous seven, which was a decision of the consortium to which the Library belongs.

DIRECTOR'S REPORT: Mrs. Bullock shared a list of staff and their weekly hours. She will be requesting that the Town allow some of staff to work up to 35 hours to make up for the short-fall of staff due to resignations and medical leave. Her preference is to use in-house staff to cover these hours. Discussion on short-term options were reviewed and she will get back about the outcome of her request.

Kevin Kane's memo on preparing for the proposed 2011/12 budget was distributed. In it he noted the First Selectman's request of a zero percent change. When discussing priorities for the new budget the Board expressed the hope of keeping the inter-library loan program, teen programs, as well as keeping the current hours of operation. Mrs. Bullock will work out different options for the next meeting.

A copy of the new form to be used for her evaluation was included in her packet.

MEETING DATES: The schedule for the 2011 meeting dates was established. The meetings will be held on the third Monday of the month, unless otherwise noted, starting at 7:00 P.M. in the "-Maine" Conference Room of the Library and are as follows:

Monday, January 3 (already scheduled)	Monday, July 18
2nd Monday, January 10	Monday, August 15
Wednesday, February 23	Monday, September 19
Monday, March 21	Monday, October 17
2nd Monday, April 11	2nd Monday, November 14
Monday, May 16	Monday, December 19
Monday, June 20	Wednesday, January 4, 2012

OUTDOOR SIGN: B. Kaplan moved the Board accept the \$17, 675 bid from The Kenmark Construction Company to build the new outdoor sign." Second: D. Madigan. So moved.

There was no Long-Range Plan report.

At 9:45 P.M. M. O'Neil moved for adjournment. Second: D. Madigan. So moved.

Anne Erickson/es
Secretary