

From: Rick Bazzano January 5, 2009 7:27:26 AM
Subject: Library Board of Directors Minutes 12/15/2008
To: SimsburyCT_LibraryMin
Cc:

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

PRESENT: Charmaine Glew, Bert Kaplan, Gail Ryan, Anne Erickson, Carol Bingham, Joy Himmelfarb, Babs Gardner. George Boissard, Friends Liaison. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. David Blume, Public Audience.

THESE MINUTES HAVE NOT BEEN APPROVED BY THE LIBRARY BOARD.

The meeting was called to order at 7:05 P.M. by C. Glew, Chair. B. Kaplan moved the minutes of the November 15, 2008 meeting be approved. Second: A. Erickson. So moved.
There were no additional agenda items.

COMMUNICATIONS: In a letter to Mrs. Bullock, Patricia Martin expressed her concern about the safety of children near the doors to the building. Until such time when the doors will be replaced, the Board suggested that signs be placed asking parents/guardians to attend to their children near the entrances. Mrs. Bullock will see that signs are posted near the entrances.

REPORTS: A: Friends: G. Boissard reported that the staff party presented by Friends was enjoyed by all. The ongoing book sale continues to be a success and Marilee Porter has informed him of \$30,000 in additional donations.

B: Personnel: Mrs. Bullock met with the Personnel sub-committee (B. Kaplan, G. Ryan, & J. Himmelfarb were also in attendance) to discuss the part-time positions that needed to be filled. The sub-committee approved two circulation assistants and the technology technician. The job descriptions need to be reviewed by the Union regarding the salary scale. These positions were approved with the provision that they would have zero impact on the budget. Therefore a reduction in Library hours from 68 to 64 hours per week will go into effect January 2, 2009. It was noted that the technology technician position is funded by the Hartford Foundation Grant. These cuts will go toward the -5% budget reduction for the next fiscal year.

G. Ryan moved that in order to comply with the Board of Selectmen's request

to be revenue neutral and in order to maintain a full complement of hours on Saturday and Sunday, the Library will close at 8:00 P.M. Monday thru Thursday. Second: B. Gardner.

Discussion: Mr. Kaplan expressed his concern about cutting hours. Ms. Himmelfarb asked about opening later and Mrs. Bullock explained the P.M. earlier closing would have less impact on programs. The Board is aware the earlier closing will affect those who can only come in the evenings but programs continue as scheduled since a custodian will be in the building. The Circulation Desk, however, will be closed. It was suggested that hours be tracked and its impact on services be passed on to the Town. Mrs. Glew will write a letter to the First Selectman expressing the Board's displeasure at having to make these changes and asking that the hours be reinstated as soon as possible. At the end of discussion the motion was approved with six (6) yes votes and one (1) no (B. Kaplan).

C:Decorating: There are still some unexpended funds and Mrs. Glew will be meeting with Friends to discuss what can be purchased.

D: Building: Doors: Mrs. Bullock reported that letters have gone from the architect to the contractor to the supplier to replace the current doors with power assisted button doors at both levels. The time frame is difficult to determine and the ultimate decision on money is made by the Building Committee.

There are still some small leaks and whether they are real leaks or condensation is to be determined.

The outside back stairs on the upper level are treacherous at night and finding the correct lighting solution is problematic. Mrs. Bullock is keeping track of this.

E: Landscaping: To be discussed next month. The two benches and trash cans will be ordered.

F:HUD Grant: The Board of Finance tabled discussion at their last meeting, but it will be on their November 16th agenda. Board members attending will be prepared to discuss the RFID system that will enable the public to check books in/out as well as the system's maintenance contract. Having this system will free up the staff in other capacities. All forms are completed except for Mr. Wilcox's of the Finance Department and they must be submitted by December 31st.

CHAIR'S REPORT: There was no formal report but Mrs. Glew expressed her gratitude for all the support and expressions of sympathy received during her recent loss.

DIRECTOR'S REPORT: The proposed budget for 2009/2010 fiscal year is due January 15, 2009. The -5% reduction request will amount to \$70,000. Mrs.

Bullock will be meeting with staff about suggestions they have for cuts. Proposed cuts were reviewed in the different accounts and Mrs. Bullock will keep the Board informed on all reductions. The new decrease in hours will be part of this reduction.

The Governor has sent a letter to all First Selectmen to prepare a list of shovel ready projects. The driveway/walkway to Boy Scout Hall, redesigning the book drop and correcting the parking lot lighting were some suggestions.

It was the consensus of the Board that the Karen Rossi wall sculpture requested for the Children's Room may be purchased using funds from the Rene' Dry Memorial Fund, provided the expenditure does not exceed the amount in the Fund.

POLICIES: Approval of the Unattended Children's Policy will be voted on next month. Mrs. Glew will send it to the Board. Meeting Room Policy: Mrs. Bullock asked the Board to revisit the policy on the number of times a year a group can use the Program Room. It appears that other meeting rooms in the building are being underutilized and they could be used by smaller groups more than four times a year.

A request from the Genealogical Library to have a production on Teddy Roosevelt has come in and a representative from that group will come to the next meeting to discuss the program. A donation request will go out to their membership to support the program, but there will be no charge at the door.

Weight Watchers would like to meet here but this request was denied because this is a business that charges a fee and sells items.

A knitting group expressed an interest in meeting in the building. Their request was approved since they can be flexible where they meet on and the agreement would be on a space available agreement.

Mrs. Glew will send out a revised version on the policy for discussion next month.

E-MAIL POLICY: Tabled until next month.

MEETING DATES: The meetings will continue to be held on the third Monday of each month, unless otherwise noted, and start at 7:00 P.M. in the Wagner Conference Room. The schedule is:

January 5, 2008 (scheduled last year), February 9 (second Monday), March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 14 (second Monday), and January 4, 2010.

At 9:05 P.M. B. Kaplan moved for adjournment. Second: J. Himmelfarb. So moved.

Anne Erickson, Secretary

