

**BOARD OF AGENTS - SILAS BRONSON LIBRARY**  
**MINUTES – September 22, 2015**

**PRESENT:** President Gambini, Vice President Ogrodnik, Secretary Rossi, Agents Albini, Beatty, Bowler, Cullinan, Decarlo, Harrell, Perugini, Ranando, Ryan

**ALSO:** Interim Director Gary Bach, Aldermanic Liaison to the Board Stephanie Cummings, Assistant Administrator John Ditoto

**CALL TO ORDER:** President Gambini called the meeting to order at 4:04 p.m.

**AGENDA: MMSP** (Ogrodnik, Ryan) to approve the agenda as amended (changes to amounts of Bronson and city bill totals)

**MINUTES: MMSP** (Ogrodnik, Bowler) to approve the May 26, 2015 minutes as submitted.

**COMMUNICATIONS/PUBLIC COMMENT:**

**NEW DIRECTOR:** Interim Director Bach was reported that the start date for new director, Rachel Guest, is October 13. In the meantime, Ms. Guest has scheduled two sessions to meet the current staff— Wednesday September at 2 and 3 pm. All board members present expressed kudos to Mr. Bach for his service as interim director. Further, Mr. Bach acknowledged his appreciation for the work and support of Charlotte Williams and Anita Lemoine.

President Gambini reported that a list of new committee assignments was attached to the Board Packet. She noted that it was available for the new director to use or modify.

**FINANCE:** Copies of the most recent financial reports for the city and Bronson fund were distributed for review.

It was noted that the line item for Overtime seems inadequate. It was noted that due to the number of current vacancies, there should be sufficient funds in the overall budget. Thus, funds will be available to transfer to cover any overrun in the overtime line.

**PLANNING & DEVELOPMENT:** No report.

**LEGISLATIVE:** No report.

**BUILDING AND GROUNDS:** Interim Director Bach reported that replacement of the windows included in Phase 2 of the renovation of the Main Reading Room began on September 21. According to the contract, the work must be completed within 100 days which would be sometime in December. Further, the latest phase (included electric panel modification, update of wiring, lights) of interior renovations began on August 3. Safety glass for the circulation desk is on order. Target for completion of renovation is the beginning of October.

Question: Agent Ranando noted that as part of the renovations, the circulation desk had been moved forward closer to the front doors. She asked if any cold weather modifications had been considered for the comfort of the staff working at the circulation desk. It was noted that this issue has been taken into account. It was reported that the contractors felt that due to building constrictions, installation of overhead heaters between the two sets of entrance doors would be cost prohibitive. Consequently, radiant panels will be installed in the ceiling over the desk. Further, two new high wattage baseboard heaters will replace those on the wall behind the desk.

It was noted that a new ceiling and new lights had been installed in the Library Board Room. Further, lighting

installed in the back entrance significantly improved the brightness in this area.

It was noted that bathroom renovations had not been included in this round of improvements and should be considered for the future.

**POLICY:** no report President Gambini noted that a review of library polices should begin in the spring.

**FRIENDS OF LIBRARY:** President Ranando noted that the FOL group will continue to support the expenses associated with the Hall of Fame. In fact, she stated that culinary arts division of Kaynor Tech will provide refreshments for the ceremony.

**HALL OF FAME:** Interim Director Bach reported that the Hall of Fame plaques will be installed in the courtyard level of City Hall next month. The Hall of Fames Induction Ceremony is scheduled to take place on Nov. 14 at 2 pm in the Mattatuck Museum.

#### **OTHER:**

##### **Update: Technology Renovations—John Ditoto**

John Ditoto reported that he had been working on 3 major projects: VOIP System, POS System, Front Desk Renovations to accommodate new technology.

**VOIP:** Planning for this upgrade of the phone system took over six months. The current system had been installed sometime in the 1980's. The transition from AT&T the Frontier was not smooth. Frontier had sent the phone sets but did not send licenses. Without the licenses installations could not take place. The licenses have arrived and on September 24, phones will be placed in all work areas. On October 2, the transition from analog to digital (responsibility of Frontier) is scheduled to take place. Staff training sessions are planned prior to the October 2 date. This system is identical to the one used in City Hall.

**Front Desk—New Systems—VOIP and POS:** All the hardware is in and the programming has been done. Completion of installations had been postponed because of the work being done on the circulation desk. The work is concluded so the installations can be finalized

**POS:** On Thursday September 24, via a remote call to Envisionware, the last 5% of the programming necessary to complete this project will be managed. Silas Bronson is the first Bibliomation library to install a POS system. Evergreen, our cataloging system, and Envisionware must work together to make the system fully functional. A small glitch is anticipated and being dealt with—specific break out of areas where patron owe funds will not be available initially. Programming to handle this problem must be completed by an outside vendor at an additional charge.

Mr. Ditoto also reported that new Ethernet jacks, new 20 amp circuits, and several new outlets had been installed. All network switches are linked to the diesel generator for back-up purposes. Furthermore, Mr. Ditoto noted that the systems should be up and running within the next ten days.

The need for more IT hours in view of the amount of work to do done as well as the number of hours that the Library is open was considered briefly. Two possibilities were discussed: 1. the creation a new position of “systems librarian” or 2. the creation of a new citywide position—20 hours at the Library and 15 hours as an IT floater

**Network Infrastructure Concerns:** Mr. Ditoto noted that there was an ongoing problem with patrons unplugging Ethernet connections from library computers to plug in personal devices. One such episode had infected Bibliomation, as a consequence our access was disconnected for about a week. Internet access is provided for free by the CT Education Network. Patron use of personal devices on library connections has potential

copyright implications as well as financial and liability implications for the City and the Library. Discussion points regarding this issue included the following areas: police involvement and possible prosecution of offenders; board policy regarding internet filtering as well as procedures to deal with offenders. Agent DeCarlo suggested that this is an issue that the City Corporation Counsel and the Library Director should address. Further, he suggested a survey of other urban libraries (Hartford, Bridgeport, New Haven, Stamford) in the state; first to see if they have similar issues and then to find out what their solutions have been. This issue is one that should be brought to the attention of the new director.

Interim Director Bach reported that an issue with book donations being tossed into a trash bin in front of the library had been dealt with.

**E-BOOKS:**

The need to increase the size of the e-book collection was an issue that had been discussed in the past. Agent Ogrodnik requested an update of progress of this project. All agreed that this issue should be handled by the new director.

Agent Cullinan reported that the Waterbury Bridge to Success Community partnership was undertaking a video project as part of its focus on early literacy. The project is designed to provide good models of how to read to young children as well as demonstrate appropriate questions to ask as a follow-up. Target languages include Albanian, Spanish, and English. New videos will be created four times per year.

**OLD BUSINESS:**

President Gamibini reported that some issues surrounding the legality of the appointment of Treasurer Cipriano were being addressed with the City.

**MMSP** (Beatty, Cullinan) to approve payment of Bronson bills of \$1,954.01

**MMSP** (Ryan, Beatty) to approve payment of City bills of \$118,010.09

**ADJOURNMENT:** MMSP (Decarlo, Bowler) to adjourn at 5:10 p.m.

**NEXT MEETING:** Tuesday, October 27, 2015 – 4:00 p.m.

Respectfully submitted:  
Joan Rossi, Secretary