

## BOARD OF AGENTS - SILAS BRONSON LIBRARY MINUTES

October 27, 2105

**PRESENT:** President Gambini, Secretary Rossi, Agents Beatty Perugini, Ranando, Ryan

**ALSO:** Director Raechel Guest

**Since there was not a quorum, these minutes are for informational purposes only.**

New Director, Raechel Guest, was introduced and greeted by all present. When asked, Director Guest noted that her previous work experience included positions at a New York auction house and the Mattatuck Museum as well as Executive Director/Curator of the Cornwall Historical Society. Director Guest stated that since her arrival she had been working on assessments of the library staff and services and compiling a series of lists including quick fixes to major projects (i.e. refurbishment of the book drop). It was noted that work on some of the lists could be completed by the library maintainers and some of the projects would require assistance from the City. She discussed a draft of a questionnaire for patron feedback for programs as well as a comment card-- "how are we doing." She also remarked that she felt that customer service, emergency situation, and conflict resolution trainings would be beneficial, She mentioned the need to revamp the Library webpage as well as to revitalize the Library's Twitter feed and Facebook presence. A new press release format had been created and was being put to use. She was also creating a staff survey to provide the opportunity for individuals to anonymously comment. She stated that she had started to deal with filling the staff vacancies—2 Librarian 2 positions, 1 Administrative/Bookkeeper position, and 1 Page position. It was noted that these positions are currently funded in the FY 2016/2017 budget. It was noted that the Internet Use Policy needed to be updated.

**Friends of the Library:** Agent Ranando commented that the Friends had recently started to do some outreach work: a tiny bookstore in the South End. She also commented that she had visited the Children's Dyslexia Center on Highland Avenue. This project is funded by the Mason's. Agent Ranando noted that the Friends will make a donation for purchase of materials to be used at the center.

In view of the lack of a quorum, the necessity to vote to approve 3 items—( Bronson Bills \$1,329.18, City Bills \$33,163.95, Permission for Literacy Volunteers to purchase new VOIP phones, software licenses and a computer)-- on the agenda before the next Board Meeting was raised and discussed. All present agreed that an e-mail vote would be in order. It was noted that Robert's Rules provides for votes by mail and other organizations have made use of e-mail. Director Guest agreed to work on the wording of the vote message

### **NEXT MEETING:**

Tuesday, November 24, 2015

4:00 p.m.

Respectfully submitted:

Joan Rossi, Secretary