

**BOARD OF AGENTS - SILAS BRONSON LIBRARY MINUTES -
December 8, 2015**

PRESENT: President Gambini, Vice President Ogradnik, Secretary Rossi, Agents Albini, Beatty, Bowler, Decarlo, Harrell, Ranando

ALSO: Director Raechel Guest, Charlotte Williams

CALL TO ORDER: President Gambini called the meeting to order at 4:08 p.m.

AGENDA: MMSP (Rossi, Bowler) to approve the agenda as published.

MINUTES: MMSP (DeCarlo, Harrell) to approve the November 24, 2015 minutes as submitted.

COMMUNICATIONS/PUBLIC COMMENT:

DIRECTOR'S REPORT—part of board packet:

Director Guest reported that she will be writing a series of articles about the Library for the Waterbury Observer. The first focused on publicizing the library's online services is scheduled to be published next week. Further, she stated that new procedures for reserving public access computers would be introduced soon. The changes were designed to alleviate frustrations with the current system. Lastly, Director Guest noted that she was working on ways to improve program offerings and scheduling.

Agent Harrell asked if registering online would be a possibility. Director Guest noted that the option would be investigated.

Director Guest reported that the screens behind the Circulation Desk were still not working because of a technical problem.

FINANCE—part of board packet:

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

Book purchases: It was reported that Mark Zelinka, Head of Technical Services, had sent the selectors an update of the balance for their respective categories so that purchasing for the rest of the year would be planned

It was noted that Pam Hanson had left the Library for a promotional position leaving a vacancy in Technical Services. Staff from Children's Services had been assisting in the interim.

Agent Harrell asked where fines collected were reflected in the financial reports. Director Guest noted that they were not currently included in the reports. Further, she stated that she would be working on changes for improved reporting once the new office staff was in place. A staff accountant was due to transfer from the legal department within a month.

POLICY:

It was noted that the current internet policy is in need of update. Questions of filters and funding are concerns. Director Guest commented that she was investigating policies/procedures of other city agencies and libraries. Additional, she noted that many libraries set up filters to block pornographic content but access could be altered based upon patron need/explanation.

LEGISLATIVE: No report.

BUILDING AND GROUNDS: No report

FRIENDS OF LIBRARY: No report

HALL OF FAME: No report

OTHER:

Director Guest commented that Maxine Bleiweis, former director of the Westport Library now a library consultant, would be conducting a workshop for the staff on next Tuesday. The focus of the training would be "thinking outside the box". The idea that service is about changing people's lives will be explored. The seminars were being funded from the library budget. Additional workshops would be scheduled as needed.

OLD BUSINESS: None

NEW BUSINESS: None

MMSP (Beatty, Ranando) to approve payment of Bronson bills of \$35.00

MMSP (Ogrodnik, Harrell) to approve payment of City bills of \$29,983.86

ADJOURNMENT: **MMSP** (Beatty, Bowler) to adjourn at 4:30 p.m.

NEXT MEETING: Tuesday, January 26, 2015 - 4:00 p.m.

Respectfully submitted:

Joan Rossi, Secretary