

**BOARD OF AGENTS -  
SILAS BRONSON LIBRARY MINUTES -  
Tuesday, May 24, 2016**

**PRESENT:** President Gambini, Vice President Ogrodnik, Secretary Rossi, Agents Albini, Beatty, DeCarlo, Perugini, Ranando, Ryan

**ALSO:** Director Raechel Guest, Charlotte Williams,

**CALL TO ORDER:** President Gambini called the meeting to order at 4:05 p.m.

**AGENDA:** MMSP (Ogrodnik, Ryan) to approve the agenda as published.

**MINUTES:** MMSP (Rossi, Ryan) to approve the April 26, 2016 minutes as corrected.

**COMMUNICATIONS/PUBLIC COMMENT:**

None

**DIRECTOR'S REPORT—part of board packet:**

Director Guest reported on the most recent version of the operating budget for FY17. Due to the state cuts to municipalities, another \$50,000 reduction is anticipated. Further, she noted that the financial handouts included in the packet did not reflect this cutback. Consequently, the allocations of the various spreadsheets are in a state of flux. At the end of this fiscal year the balance carryover includes \$25,000 in fines and fees as well as monies in the FOL account and state aid funds. Director Guest commented that the office staff was working to improve tracking of financial items. It was noted that the \*items of the Operating Budget handout (i.e. Lynda.com database, website redesign) were new requests. A \$15,000 allocation from the endowment fund was included in the FY17 operating budget. Director Guest stated that it was imperative for the Board to look for ways to raise additional funds. Unfortunately, the endowment fund experienced a \$55,000 loss this year. The Wells Fargo Portfolio Report was made available for examination.

Director Guest distributed a handout three categories of "endowment" funds: permanent fund, operating reserve fund, and a donor advised fund. Each type was discussed briefly.

**Endowment Fund—Permanent:**

In a good year, return on a permanent endowment should be 4%. As a rule of thumb, the principal should be remained untouched. If the principle is used, a clear plan to replenish the fund must be in place and proper paperwork must be completed.

**Operating Reserve Fund: "Rainy Day Fund"**

If monies/bequests are identified as unrestricted, they may be included in this fund. A policy outlining how the fund will be replenished must be in place. The idea that the insurance payout received by the Library as compensation for the embezzled monies could be used to establish an Operating Reserve Fund was discussed.

**Donor Advised Funds:**

The giver stipulates how the money is to be disbursed.

Each bequest must be examined carefully to ensure that the donor's original intentions are honored.

Every donation should have a budgetary line item and needs to be tracked. In the past, this was not always done and now it is necessary to do some financial forensics.

Director Guest that she had contacted and met with representatives from the CT Community Foundation. Further, she suggested that the Board consider transferring the Bronson Endowment to Foundations' permanent endowment fund. In that way, our monies would be pooled with those of many other agencies.

Director Guest proposed that that the Board invites the CT Community Foundation to provide a presentation. Last year, return on their endowment was 5.2%. The fee for their management is 1.2%.

The idea of a Board retreat in the fall was discussed. In that way, the Board could get advice on "best practices" in order to make an informed decision about where and how to invest the Library's endowment. Agent Ranando commented that the Board has an obligation to people who donate funds.

Director Guest noted increases in the number of active patrons and circulations statistics. The possibility of allowing patrons to register for library cards online is being considered. The museum pass usage was quite popular.

The Waterbury Republican has agreed to run an article on the Whale Sculpture and the Stein Brothers.

Priorities for the upcoming fiscal year:

1. Identify new revenue sources
2. Produce programs and offer services that demonstrate our value to the community.

#### **FINANCE:**

**Copies of the reports attached to board packet.**

It was announced that Treasurer, Debra Cipriano, is resigning because her schedule prevents her from attending meetings. It was noted that the position of Treasurer is required by the city charter. Director Guest that she had contacted local banks hoping to find a replacement without success. Her next step would be to examine other city boards/organizations to identify potential candidates. It was noted that the Treasurer must be bonded and doesn't have to be a city resident. It was noted that a closer monitoring of Library receipts over the past few years might have revealed financial irregularities earlier.

#### **POLICY:**

No report.

#### **LEGISLATIVE:**

No report.

#### **BUILDING AND GROUNDS:**

**No report.**

#### **FRIENDS OF LIBRARY:**

Agent Ranando reported that the GiveLocal Campaign had yielded \$455 of donations for the Library. She commented that she felt that this was a great start for the initial effort. Further, she thanked Director Guest for handling the details to setup the Campaign.

#### **PLANNING:**

No report

#### **HALL OF FAME:**

Tim DeCarlo, Hall of Fame Chairperson, reported that the Committee met and voting for this year's nominees had

taken place. The following names were submitted for admittance in to the Hall of Fame: James Gill, Augustus S. Chase, and Doctor Theodore Lovelace. A motion to approve admission of the Hall of Fame nominees as submitted was made by Agent Ogrodnik, seconded by Agent Ryan, and approved unanimously.

**OTHER:**

Interviews for the position of Librarian 2 had taken place on April 27. Letters of acceptance had been sent out. Director Guest reported that at the start of the new fiscal year, the Library should be full staffed.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**MMSP** (Ogrodnik, Perugini) to approve payment of Bronson bills of \$198.49

**MMSP** (Perugini, Ryan) to approve payment of City bills of \$28,232.49

**ADJOURNMENT:** **MMSP** (Ryan, Perugini) to adjourn at 5 pm.

**NEXT MEETING:** Tuesday June 28, 2016 - Annual Meeting 3:30 pm  
Regular Meeting 4:00 p.m.

Respectfully submitted:  
Joan Rossi, Secretary