

**BOARD OF AGENTS -  
SILAS BRONSON LIBRARY MINUTES -  
Tuesday, September 27, 2016**

**PRESENT:** President DeCarlo, Secretary Rossi, Agents Albini, Beatty, Cullinan (via phone), Cummings, DeCarlo, Harrell, Perugini, Ranando, Wrenn, Ryan

**ALSO:** Director Raechel Guest, Heidi Barbieri, Lisa Bartkus

**CALL TO ORDER:** President DeCarlo called the meeting to order at 4:07 p.m. New board members—Holly Wrenn and Stephanie Cummings were introduced. Agent Cummings is no longer the Board's Aldermanic Representative but has joined the Board as a voting member. It was noted that the Board is now at full capacity. Further, each agent should receive a copy (efile or hardcopy) of the Board Bylaws.

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

**MINUTES: MMSP** (Ranando, Harrell) to approve the June 28, 2016 minutes. Approved unanimously with two abstentions (Wrenn-not present at the meeting and Cummings-not a voting Board Member at the time).

**COMMUNICATIONS/PUBLIC COMMENT:**

None

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

Director Guest reported that for the past few months, statistics have been holding steady. Further, she noted that the total number of active patrons is especially significant. Current registrations number approximately 13,000. This figure has been declining for several years. The goal should be 50,000. One strategy to increase registrations is to reach residents via social media. Agent Cummings asked if there was evidence that use of social media has resulted in a statistical upturn. Further, she asked if an exploration of what other urban libraries do to increase usage had been conducted. Director Guest stated that the effect of the increased use of social media was not yet clear. Additionally, a marketing plan was in place but awaiting staff implementation. Increased community outreach is essential and a strategy needs to be produced. It was noted that Board Members could perhaps be enlisted to assist with outreach work. Work with schools is a target. Agent Wrenn asked if there was any direct connection between the public library and the schools. Agent Cullinan described a program recently implemented in Bloomfield—each school was issued a large format library card that would be used to access online resources of the public library. Director Guest reported on a similar pilot program currently being implemented at WAMS. The plan would allow the public library to issue library cards to students that would allow them access to online services. Parental permission would be necessary for each registration. Additionally, a visit to the library would be necessary to have complete library privileges. Agent Harrell stated that in the past she had shared information about library activities and services with local churches. Agent Cummings added that other community agencies especially those downtown should be targeted.

Director Guest displayed a copy of one of the latest plans for construction in the front plaza. Improving the walkways is one of the objectives of the proposal. The construction of a fountain in area in front of the main entrance is included in the plan.

Problems with front lobby carpet tiles and flickering lights are being rectified.

Director Guest announced that Wi-Fi is now available throughout the building and actually extends out to Library Park.

Due to cuts in state funding of The Connecticut Education Network, the Library must now pay for networked internet services. The cost per month (from the CEN) is \$450, most of which will be defrayed through e-rate

funding. An application for e-rate funding has been submitted with approval of the Mayor. To receive the e-rate funding compliance with the Children's Internet Protection Act is required. Work to meet compliance requirements is in progress.

Staffing is now full.

A draft of a Bequest and Donations document was distributed for for examination. Director Guest noted that Heidi had prepared the summary by reviewing past Board files to determine which funds were restricted and which were not restricted. Another objective for the search was to determine what has been spent and what might be left to spend. In the past, tracking had been inconsistent. It is essential that restrictions are honored. Once a complete picture of the bequests and donations has been finalized; the Board can consider better ways of investment. At a past meeting, the possibility of using the Community Foundation had been discussed.

Several other financial documents—FY17 Detailed Operating Expense Projection, General Ledger Report, Operating Budget Summary July 1-June 30 2017, Operating Budget Actuals FY17, Bronson Endowment Fund, Bronson Operating Fund, Bronson Fund Budget Request—were distributed for review. The staff is working toward the goal of creating new more comprehensible reporting.

A copy of the Library's Annual Report for distributed for review.

## **COMMITTEE REPORTS**

### **FINANCE:**

No report

### **POLICY:**

No report.

### **PLANNING AND DEVELOPMENT:**

No report

### **LEGISLATIVE:**

No report.

### **BUILDING AND GROUNDS:**

No report.

### **FRIENDS OF LIBRARY:**

Agent Ranando reported the Friends were undertaking a fundraiser beginning in the first week of November. The group will be selling a packet of 4 notecards for \$5 from a table set up in the front lobby. Revenue from the Friend's Bookstore has increased.

### **HALL OF FAME:**

President DeCarlo, Hall of Fame Chairperson, noted that the Induction Ceremony is scheduled to take place on Saturday Oct. 22 at 2 pm at the Mattatuck Museum.

### **OTHER:**

President DeCarlo noted that Committee Assignments will be distributed at the next meeting. Committees should be staffed and meet regularly.

**OLD BUSINESS:**

Webster Bank had been contacted regarding the vacancy for a Board Treasurer. An effort to find a replacement was underway with a target to fill to position by the end of the year.

**NEW BUSINESS:**

Agent Perugini asked that the Board vote to reaffirm his appointment as Board Liaison to the Cable Council. The motion was made by Agent Beatty, seconded by Agent Ryan, and approved unanimously.

Agent Beatty asked if Board Members were interested in acknowledging Charlotte's work with the Board. All agreed that Director Guest will investigate possibilities and present a plan at the next meeting.

A reminder from President DeCarlo—a leadership conference for library board members is scheduled for November 4. Agents are encouraged to attend. Those wanting to register should let the office now.

A request to change the day of the Board's meeting was made by Agent Cullinan. A new job prevents her from attending meetings on the present schedule. President DeCarlo also suggested that year round meetings would be preferable. After some discussion, a motion to move the library board meeting to the third Tuesday of the month for a full calendar year was made by Agent Ryan, seconded by Agent Beatty, and approved unanimously. A new meeting schedule will be sent to all Board Members.

All agents were asked to provide updated contact information to Lisa Bartkus—[lbartkus.waterburyct.org](mailto:lbartkus.waterburyct.org)

**MMSP** (Ryan, Perugini) to approve payment of Bronson bills of \$3252.22

**ADJOURNMENT:** **MMSP** (Cummings, Beatty) to adjourn.

**NEXT MEETING:** Tuesday October 18, 2016 - 4 p.m.

Respectfully submitted:

Joan Rossi, Secretary