

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday September 19, 2017**

PRESENT: Vice President Wrenn and Secretary Rossi, Agents: Ranando, Harrell, Albini, Ogrodnik, Beatty and Perugini.

ALSO: Director Raechel Guest, Alderman Guerrera, Lisa Bartkus, Heidi Barbieri

CALL TO ORDER: Vice President Wrenn called the meeting to order at 4:00 p.m.

AGENDA: MMSP (Ogrodnik, Rossi) to approve the agenda with addition to New Business to include presentation of work done by the By-Laws committee.

MINUTES: MMSP (Albini, Harrell) to approve the August 15th minutes. (Ogrodnik, Harrell) The approval of the June 20, 2017 minutes due to a correction that Agent Harrell was not in attendance and State Budget cut information was excluded was tabled until the next meeting.

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR'S REPORT—included with board packet:

- Front Plaza Project – work on the project has been delayed. We are still waiting for the revised plans to get the utilities into the building. The Mayor is starting to intervene.
- Children's Room Renovation – A draft of the timeline was distributed and reviewed.
- Ted Martland has announced his intention to establish a fund in memory of his wife at the CT Community Foundation. This fund will be used to purchase books for children aged 6 and below.
- State Budget Cuts – The Deliver It system is still causing problems. Since we are limited to only 3 bins per day, the current backlog is about 4 weeks worth of deliveries. Director Guest stated that she intended to contact the State Library about redistribution of the amount of delivery bins from libraries that do not need 3 bins per day to libraries in need of additional bins.
- Several upcoming special programs (one woman play by Waterbury native, Nancy Palermo; 10th Annual Pavarotti Concert; Waterbury Hall of Fame Induction Ceremony; 13th Annual Mardi Gross and 2nd Annual Halloween ComicFest; 2 part community conservation) were highlighted. Agents were encouraged to attend. Mardi Gross volunteer sheets were handed out to the Board. It was also noted that \$800 worth of candy is needed. Agent Harrell asked why the Pavarotti Concert was starting time had been changed to 4pm. Director Guest stated that the change was due to the Bed Race on Grand Street.
- Bunker Hill Branch— It was noted that Hugh Curran who had overseen branch operations had retired at the end of August. Margaret Keating, Librarian 3, is doing an assessment of the branch operations and making recommendations on ways to improve the branch services and facility.
- Employee Updates – There are currently two Librarian 2 openings. These vacancies cannot be filled without approval from the City's Cost Containment Oversight Committee. If these positions are not filled, curtailment of hours of operation must be considered. Agent Beatty asked about overtime – White Collar cannot work overtime.

Committee Reports:

Finance:

Finance and Fundraising had met on Friday. Budget reports were distributed as part of the meeting packet. Committee Chair Wrenn noted that the debit figures in the report had occurred because the 2017 transfer-approved at the last meeting -has not yet been completed.

Director Guest distributed the report (compiled by Heidi Barbieri) from the Library's collection agency for the past fiscal year. This report will be reviewed and verified. Director Guest also stated the latest invoice from American Adjustment had not been submitted for approval. The invoice will be scrutinized and submitted once the information has been confirmed.

A motion to approve the transfer of donations to the Bronson Book Budget was made by Agent Beatty and seconded by Agent Ogordnik and approved unanimously.

- \$100 Donation from Children's Center of GWHN
- \$100 Donation in memory of Dr. Michael Blumenthal

Buildings Projects:

Committee Chair Rossi noted that a meeting had taken place which was held just before the Board meeting. Details of the timeline for the Children's Room renovations were reviewed and discussed. It was noted that volunteers are needed to assist with the moving of books from the Children's Room to the Main Reading Room.

Hall of Fame:

The Induction Ceremony will take place on October 21st at 2pm at the Mattatuck Museum

Friends of the Library:

Refreshments for the Hall of Fame and the One Woman Play will be provided by the Friends

Other:

Agent Harrell noted that the postal rates may be increasing from \$.49 to \$.60. Accordingly, the year's budget may need to be increased.

OLD BUSINESS:

Treasurer Vacancy:

Director Guest noted that President DeCarlo will meet with the potential candidate for Treasurer when he returns from his vacation.

NEW BUSINESS:

By-Laws Committee:

Agent Harrell reviewed the notes from the committee's September 7th meeting.

- Articles I thru III —no changes
- Article IV— **Section a** —no changes, **Section b** —compensation as stated in the city charter is not being maintained. **Section c** —duties are correct, however at the last meeting a change was approved—the Library staff will keep a record of the Board Meeting and the Secretary will receive a copy of the minutes for review and approval prior to distribution to the board members.
- Article V currently reads: meetings shall be regular monthly meetings except July & August on the 4th Tuesday of the month at 4 pm. Recently, at the request of a current agent, the Board had voted to change the meeting date to the 3rd Tuesday of each month. Up for consideration—change the meeting time to 6 or 6:30. The section concerning absences and excused absences must be reviewed. In the future, all excused absences should be documented in the board minutes.
- Article VI- standing committees are listed as Finance, Building & Grounds, Legislative, Personnel, Nominating, Hall of Fame, Planning & Development. further, by-laws state that additional committees may be named as the business of the Board may require. Committees must have at least 3 members with a chairman named by the President. Progress reports should be made at each meeting. They shall serve until their work is completed. This article should be revised.
- Article VIII —reduce the number of days for notifications—currently written notification of proposed amendments ten days prior to meetings are required. Such amendment shall require an affirmative vote of 2/3 of the board present, a quorum of 7 members at such meeting being mandatory.

A discussion of the by-laws and the proposed changes will take place at the next regularly scheduled Board Meeting. Subsequently, a vote on the revisions should take place at the November Board Meeting. Agent Albini requested that a copy of the proposed changes and the current bylaws be sent to all the board members for comparison at least 10 days prior to our next meeting.

MMSP (Rossi, Perugini) to approve payment of Bronson bills of \$175.00.

ADJOURNMENT: **MMSP** (Perugini, Harrell) to adjourn at 4:40 pm.

NEXT MEETING: Tuesday October 17, 2017– 4 pm

Respectfully submitted:
Lisa Bartkus for Joan Rossi Secretary