

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday, February 28, 2017**

PRESENT: Vice-President Ogrodnik, Secretary Rossi, Agents Albini, Harrell, Perugini, Ranando, Ryan, Wrenn

ALSO: Director Raechel Guest, Heidi Barbieri, Lisa Bartkus

CALL TO ORDER: Vice- President Ogrodnik called the meeting to order at 4:01 p.m.

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

MINUTES: MMSP (Ryan Albini) to approve the January 17, 2017 minutes as corrected. Correct misspelling of Vice President Ogrodnik's last name, Chance Agency Ryan to Agent Ryan.

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR'S REPORT—part of board packet:

Front Plaza Project: Construction of a walkway connecting the handicap parking to the handicap entrance will be completed by either using remaining project funds or by the City's Public Works Department.

Children's Room Renovation: Funding for this project totals \$61,000--\$21,000 grant from the Leavenworth Foundation received by the FOL, \$25,000 from the FOL, \$15,000 city funding. This project is the first of many proposed phases of building renovations. Director Guest stated that she was waiting for quotes to come in. Vice President Ogrodnik suggested that a fundraising drive for funding for additional projects could be initiated using the Children's Room renovations as a launching point. Further, Director Guest also requested pricing for future projects.

Windows:

Two of the newly installed windows in the front lobby were leaking during a recent rainstorm. The installer examined them and could not find the source of the leak. He agreed to re-caulk them. Additionally, he asked that the library staff take a video if they leaked again which he felt would help with identifying the source.

Patron Survey:

85 responses to the patron survey had been recorded. The survey will be open until May.

CLA Award:

Books and Happenings newsletter won a Connecticut Library Association award. Presentation of the award will take place at the Annual Conference on May 5.

Outreach Services:

A Senior Outreach Committee has been established. This group will work to identify what library services/programs can be offered for senior citizens. A Children's Services Librarian has started meeting with local homeschooling parents.

Committee Reports:

Finance:

The Governor's proposed two year budget eliminates funding for many services. Further, the Governor's proposed budget continues elimination of funding to the CT Humanities Fund, an important source of grants for libraries and museums. Agents were urged to advocate for funding for the State Library and Connecticut Humanities Council.

Bronson Fund:

Director Guest stated that the Bronson operating balance is down to \$1600 for the rest of the fiscal year. Further, she noted that \$16,000 is needed. Director Guest proposed that the Finance and Fundraising Committee meet meeting to review the situation and prepare a proposal at the next Board Meeting. A meeting date of March 13 at 5:30 pm was set.

Buildings and Projects:

After the price quote for the Children's Department has been received, a meeting date will be set.

Hall of Fame:

There are currently two vacancies of the Hall of Fame Committee. Proposed members: Michael Dooling-Archivist from the Mattatuck Museum, Reginald Beamon. A motion to approve addition of proposed members—Michael Dooling and Reginald Beamon-- to the Hall of Fame Committee was made by Agent Perugini, seconded by Agent Harrell, and approved unanimously. Director Guest and Mary Beth Mason are the Library Representatives on the committee.

Friends of the Library:

The Friends Group is seeking additional members.

Other:

None

OLD BUSINESS:

Treasurer Vacancy:

President DeCarlo is still working to fill the vacancy.

The issue of what to do with the endowment was discussed briefly. It was noted that the City Charter states that the Treasurer of the Board has custody of the fund. Any action on the proposals presented by Ct Community foundation and Wells Fargo is in moot until a Treasurer is put in place.

Kudos to Heidi Barbieri and Lisa Bartkus for their work on creating an updated endowment fund report.

NEW BUSINESS:

Patron Behavior/Library Code of Conduct:

Library staff members have requested a review of the Code. The issue—the distance of the pants from the waist. The current dress code was set in the 1990's. If there is a problem, staff members refer to the code as they approach patrons. Patrons often wish to see the policy. Current code only refers to shoes and shirts. Director Guest will gather and review dress code policies of other urban libraries.

Agent Harrell asked about a library staff dress code. Director Guest noted that the City Code states that staff members must dress in a professional manner suitable for the work they perform.

Director Guest noted that she was going through various code/conduct items and reintroducing them to the staff one at a time. Staff members from Human Resources have helped with this process. Staff meetings to deal with the matter of answering the phone in a professional manner are scheduled.

There was a brief discussion of issues of phone use by patrons.

It was noted that Mayor O'Leary has requested a meeting with the Library Board. Two dates were selected as possibilities: March 14 or March 28 at 4 pm. Information about meeting dates and time will be forthcoming.

MMSP (Rossi, Harrell) to approve payment of Bronson bills of \$164.48.

ADJOURNMENT: MMSP (Perugini, Ryan) to adjourn at 4:41 pm.

NEXT MEETING: Tuesday March 21 2017- 4 p.m.

Respectfully submitted:
Joan Rossi, Secretary