

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday June 18, 2018**

**PRESENT:** President De Carlo, Vice President Wrenn, Agents: Cullinan, Ranando, Ryan, Harrell, Albini, Ogrodnik, Cummings, Beatty

**ALSO:** Director Raechel Guest, Heidi Barbieri, Lisa Bartkus, Alderwoman Sandra Martinez-McCarthy

**CALL TO ORDER:** President De Carlo called the meeting to order at 6:01 p.m.

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

**MINUTES: MMSP** (Cummings, Beatty) to approve the May 21<sup>st</sup> minutes. Vice President Wrenn abstained.

**COMMUNICATIONS/PUBLIC COMMENT:**

**DIRECTOR’S REPORT**—included with board packet:

Fiscal Year 2018-19 Budget – FY 19 allocation from the City leaves us with one vacant Librarian II position until March 2019. Our current list of eligible Librarian II candidates consists of people who applied in October 2017. It is possible that we will have to start from scratch in the hiring process next spring, which means the position could end up being vacant until 2019-20 fiscal year. Due to increased costs in our catalog and other online services, and because we did not receive the full municipal allocation from the City, I have decided to eliminate our subscription to NoveList, a readers advisory platform that made it simple for patrons and staff to find book suggestions. It will be an inconvenience, but it is the least detrimental thing I could find to cut from our budget. Agent Cummings let Director Guest know that she uses an app called Good Reads that we can tell our patrons about that could be a free alternative to NoveList. We will be going out to bid for our magazine subscriptions. We currently use Ebsco, which costs about \$11,000 per year. Agent Ogrodnik asked why we had to go out to bid for the magazine subscriptions. Director Guest responded that because the total cost is over \$2,500 set by the City we would need to go out to bid. Once we have an agreement with a vendor it carries out from year to year unless we want to make changes such as with Ebsco and the Magazines. Our book scanning station stopped working last month and is unrepairable. The replacement scanning station costs \$4,600. After discussing with the AIS Librarians, I have determined that the book scanning station does not get enough use to merit the cost of replacement. We are looking into a less expensive alternative. The municipal allocation leaves us short \$58,000 for our book budget, specifically for the purchase of books, books on CD, DVDs, music CD’s, and video games. This represents nearly half of our total budget for materials purchasing. It should be noted that the CT State Library Best Practices in CT Public Libraries documentation recommends spending \$1.50 per capital for materials purchasing; if you include the \$58,000 that we didn’t get from the city, we’re about \$1.20 per capita.

Bronson Fund Budget Request – We are finalizing our budget for the next fiscal year. I have enclosed a draft of the anticipated Bronson Fund expenses and sources of revenue for your review. The numbers may change once we finish closing out the current fiscal year. In the current draft budget, I have included a line for building repairs. This is in regards to the metal panels which were stripped from the building by a thief last fall. Vice President Wrenn asked if the panels can be replaced thru insurance. Director Guest said she has not been able to get an answer on this from the City. We need to move forward with replacing the panels soon, both for aesthetic reasons and to ensure that we don’t have issues with water or other damage because the panels are gone. I propose reallocating the website design funds for this purpose, as I anticipate using Catchafire services for the website. I would like to transfer the the \$15,000 allocated for the web site redesign to building and repairs, the Building Committee can go over this further. Agent Albini asked of the \$15,000 for building and repairs none of that is incumbent upon the City to pay for those repairs? Director Guest responded that we do not have the final budget from the City yet so she is planning ahead in case the need arises.

Billing & Collections – We have moved the Admin. who has been overseeing the Collections to the Admin Office, where she can work directly with the Accountant. We can now consolidate Billing & Collections in the Admin. Office, allowing the Accountant direct supervision of these financial matters.

Staff Vacancies – We have received the list of 3 candidates for the Maintainer I position today. The Civil Service Exam for the Admin. I position is being held at the end of June. Depending on how long it takes HR to process the exams and where we are in the list of departments waiting for a new Admin, we may not have that position filled until after our summer hours end. Agent Ryan asked what an Admin. I does. Director Guest responded that they can work the front desk and basic administrative duties. We have 2 Librarian II vacancies, one will stay open until at least March 2019 and the CCOC has approved filling the other vacancy immediately. We are currently awaiting the list to start the interview process.

Whale Restoration – As mentioned in my May 24th email, Jim Hubbard from Torrco has offered to restore the whale for us. I was referred to Hubbard by Jonathan Stein, son of Jerome Stein, the artist who made the whale. Hubbard assisted Stein in the original creation of the whale. Torrco is the Stein family's plumbing supply company, and they still have the same copper tubing and fittings that were used to make the whale. The crew from Torrco picked up the whale this afternoon. Torrco is also looking into a second whale made out of steel for outside. Vice President Wrenn asked where we would place the whale inside the Library? Director Guest responded that one possibility is the front lobby and the logistics of placement could be worked out with a sign company to make sure it is properly displayed.

Catchafire Logo Design – There has been some very spirited public involvement in the logo design polling. The 2 most popular are the whale and the origami, based on social media I believe a handful of people voted multiple times. The Paper Ballots were reviewed along with a few comments posted online and in writing. The Board will need to make a decision tonight on which logo they would like to use.

Brass Grant – I met with Deborah Stein from CCF and Mary-Kate Gill from New Opportunities regarding the BRASS grant. We will be rolling over the funds from FY18 to FY19 along with applying for additional funds.

### **Committee Reports:**

#### **Finance:**

Vice President Wrenn apologized that she was unable to have the Finance Meeting this month. Director Guest let the board members know that the financials are all included in the board packets. Director Guest wanted to thank Heidi for getting all the financials ready for this meeting while struggling with being sick.

#### **Building & Projects:**

We had a brief meeting this afternoon and discussed the metal panels that were stolen. We are going to check into the past procedure regarding the panels. Dan was very helpful in guiding us as to when it happened before. I will be checking into the files to see what can be found.

#### **Hall of Fame:**

The Hall of Fame met last week and held a vote on the three people being inducted into the 2018 Waterbury Hall of Fame who are: Dr. Joseph Breen who is the director and co-founder of Green Chemistry he also received two EPA awards, Robert Mobilio who was a musician, band leader and educator and Harold G. Pierpont who maintained the Waterbury Blue Trails for over 30 years

A motion to induct Dr. Joseph Breen, Robert Mobilio and Harold G. Pierpont into the 2018 Waterbury Hall of Fame was made by Agent Cummings and seconded by Agent Ogrodnik and approved unanimously.

President De Carlo reviewed the criteria for the Hall of Fame and would like to post pone inducting individuals into the Hall of Fame for a while. Agent Ranando would like to revisit and revise the Mission Statement for the Hall of Fame to make it more specific and publicize it more. Director Guest let the Board know that 2024 will be the 350<sup>th</sup> Anniversary of Waterbury and since the Hall of Fame ties into the History of Waterbury we might want to tie into the Anniversary. Agent Cullinan suggested shuttering the Hall of Fame for 3 years. Along with coming up with a committee with real stringent guidelines.

A motion to Shutter the Hall of Fame for 3 years with a Committee consisting of a Chair from the Library, Co-Chair from the Hall of Fame, 2 Library Board Members and another Hall of Fame member, a 5 person committee with a final report due June 2019 which includes a vision, mission and criteria on a three year cycle was made by Agent

Cullinan and seconded by Agent Ogrodnik and approved unanimously.

Agent Cullinan wanted to know how we should start implementing the changes in the Hall of Fame. These changes will be discussed at the next Hall of Fame meeting and further discussion can be made at the next board meeting as to the best way to move forward.

**Friends of the Library:**

Director Guest let the board know that the Friends now have a Facebook page.

**Other:**

Secretary Cullinan wanted to acknowledge the work Lisa does regarding the minutes, they are usually done in a timely manner and if I don't respond she sends me a reminder to read them over and approve them.

**OLD BUSINESS:**

**Treasurer Vacancy:**

President De Carlo stated that we are pursuing leads in the search for a new treasurer.

Whale Restoration Committee will still be needed for decision on placement and any expenses that may be incurred.

New Library Logo – A discussion was had by the board members as to which logo would best be suited for the Library.

A motion to use the Green Whale as the new Library Logo was made by Agent Ogrodnik and seconded by Agent Cummings and approved by President De Carlo, Agents Ogrodnik, Beatty, Cummings & Cullinan. The following agents opposed the Green Whale: Vice-President Wrenn, Agents Ryan, Albini & Ranando.

Collection Agency – We are currently getting information on other options for a Collection Agency to be brought to the board.

**NEW BUSINESS:**

**MMSP** (Beatty, Cullinan) to approve payment of Bronson bills of \$5,487.68

Director Guest reviewed all the bills with the Board members.

**ADJOURNMENT: MMSP** (Ryan, Cullinan) to adjourn at 7:03 pm.

**NEXT MEETING:** Monday July 16, 2018 – 6 pm

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan, Secretary