

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday June 20, 2017**

PRESENT: President Decarlo, Vice President Ogrodnik, Secretary Rossi, Agents: Beatty, Perugini, Ranando, Ryan, Wrenn

ALSO: Heidi Barbieri, Lisa Bartkus, Director Guest, Aldermanic Rep. Guerrero

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

AGENDA: MMSP (Ryan, Ogrodnik) to approve the agenda as revised—under Old Business—add term corrections/under New Business—add discussion of proposal to change Board Meeting time.

MINUTES: MMSP (Ogrodnik, Beatty) to approve the May 16, 2017 minutes as published.

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR’S REPORT—part of board packet:

Front Plaza Project

Director Guest stated that the construction of the ramp at the back entrance has not been completed. Once the construction is finished, the front entrance will be roped off and demolition will begin. The mechanicals for the new fountain will be installed in an area of the lower level currently being used as a storage area. Some of the desk being used by AIS staff will be moved resulting in a better office workspace.

State Budget Cuts:

Committee Reports:

Director Guest reported that the State Interlibrary Loan Delivery System will be suspended from June 19-July 17. When the service resumes, the number of bins will be limited to three per day. This number will be inadequate to deal with the volume of books that SBL deals with on a daily basis. At this time, various options are being considered.

A final city budget for FY 17/18 has not yet been established since the final budget for the state is still up in the air.

Statistics are holding steady.

Patron Services—Downloadable e-books and audio books will be integrated into the Bibliomation Catalog. This change will result in more streamline online searching.

Recycling Program: there is a planned summer launch for a program which will include paper and plastic.

Annual Book Sale: The Fundraising and Outreach Committee of the FOL is discussing the possibility of resurrecting the FOL book sale.

Finance:

Agent Wrenn reported that the Finance and Fundraising Committee had met on Friday to examine Bronson Fund finances and to consider the possibility of allocating some of the revenue to supplement the amount available to complete the renovation of the Children's Room. The Committee had reviewed several documents detailing the status of the Bronson Fund finances for both FY 17 and FY 18. As a result of this meeting, the Board was asked to consider a motion to approve an allocation of \$30,000 to supplement funding for the CR project. After some discussion, a motion to allocate \$30,000 for the Children's Room Project in FY 18 if the City Budget request remains unchanged was made by Agent Wrenn; seconded by Agent Ryan; and approved unanimously. It was noted that there still is a \$50,000 shortfall to complete all aspects of the proposed project. The solution may be to split the project into smaller pieces.

Website Redo: A redesign is in order. This project must go out to bid. A substantial savings may be obtained.

Buildings Projects:

Agent Rossi reported that the Building Projects Committee had met to discuss progress of the various renovations. It was noted that better pricing for the couches for the Children's Room was still being investigated. Carpeting: Hygiene was an issue in schools and carpeting was removed. In the library, considerations include: acoustics—carpeting would dampen noise time of visit: level of exposure would be limited—patrons will not spend all day in the Library/students do spend all day in a school Sit on floor—parents/families will find it more comfortable to sit on carpeting the tiles.

President Decarlo asked if it might be possible to retain the "temporary" plywood ramp once construction was completed. Reasons to keep include: ADA compliance, easier for families with strollers, easier for elderly patrons, and makes the patio accessible. Perhaps in the fall, this "temporary" ramp could be stained and sealed. It was noted that the next meeting of the construction committee was scheduled for June 21. Perhaps this topic could be discussed.

Hall of Fame:

President Decarlo noted that voting for the 2017 Hall of Fame inductees had taken place on May 17. The HOF Committee had approved 3 nominees. The Library Board has been asked to give final approval for induction of these nominees. An information packet for each nominee was distributed for review by all members present. Nominees include: Ryan Gomes, Phil Benevento, and **Glass**. 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. The HOF induction ceremony is scheduled for October 21 at 2 pm.

Friends of the Library:

None

Other:

None

OLD BUSINESS:

Treasurer Vacancy:

President Decarlo and Director Guest had a meeting with the Mayor. At that meeting, it was suggested that the Library attempt to solicit a candidates for replacement Treasurer from the community. An article in the paper may be in order.

NEW BUSINESS:

Treasurer Vacancy:

A search committee—Agents Wrenn and Cullinan, Director Guest, and President Decarlo—has been created. They will review submissions and bring forward a proposal to the Board for final approval. Criteria for the position have been set by the City Charter. This is a voluntary position. A cover letter and resume will be requested for consideration.

Library Agents Terms:

A document detailing current term expiration dates for Agents was distributed for review. It was noted that Agents with terms expiring in 2018 should contact their respective Town Committees if they wish to be renominated.

Board of Agents Meeting Schedule:

A proposal to change the start time—perhaps 6 pm-- of the monthly meeting was made. Reasons to consider include: attendance may improve; may be easier for those who work to come; and other City Boards meet at a later time. Discussion and a vote will take place at the July meeting.

MMSP (Ryan, Ranando) to approve payment of Bronson bills of \$722.59.

ADJOURNMENT: **MMSP** (Ryan, DeCarlo) to adjourn at 4:51 pm.

NEXT MEETING: Tuesday July 18, 2017– 4 pm

Annual Meeting: Tuesday July 18, 2017—3:30 pm

Respectfully submitted:
Joan Rossi, Secretary