

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday February 26, 2018**

**PRESENT:** President De Carlo, Agents: Harrell, Ryan, Ogrodnik, Ranando, Cullinan, Albini, Perugini

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

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

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

**MINUTES: MMSP** (Harrell, Cullinan) to approve the January 16<sup>th</sup> minutes. Agent Ogrodnik abstained.

**COMMUNICATIONS/PUBLIC COMMENT:**

None

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

Front Plaza Project – The anticipated completion date is March 9<sup>th</sup>. Two items that will arrive later is the new sign for the front lawn and the bollards for the sidewalk leading to the back of the building.

Children's Room Renovation –One of two computer tables arrived damaged and was returned. We are still waiting for its replacement. We are also waiting for the new fish tank and signage. We are still waiting for the City's Purchasing Department to let me know how to proceed with refinishing the Bertoia chairs.

Berman Memorial – Literacy Volunteers is in the process of installing Story Time chairs in the Picture Book Room in memory of Katherine Berman. Literacy Volunteers will also be hosting a ceremony on the patio; details will be forthcoming.

East Wing Renovation—we have applied for e-rate funding for rewiring the first floor East Wing, to allow us to reposition and consolidate our public computers and computer classroom. The project qualifies for an 85% reimbursement.

Billing and Collections –On Friday, I met with the staff members currently overseeing our lost book collections. They expressed concerns regarding incorrect bills being sent to patrons and the collections agency. I will be instructing our Head of Circulation to permanently assign this task to 2 people and not rotate it from year to year as is the current practice.

Intern – Mayrily Febles joined us thru the WAVE program as an intern at the Library.

Catchafire—The CT Community Foundation has provided the library with free access to Catchafire, an online tool connecting us with skilled professionals who want to donate their services. I will be attending the information session on March 1<sup>st</sup> at the Mattatuck Museum.

Outreach & Publicity – On February 13<sup>th</sup> I spoke about the library at the Town Plot Neighborhood Association meeting. The Waterbury Observer offered us a free full-page ad in this year's City Guide.

Patron Services— in the fall we added a BRASS Book Club for seniors at the Bunker Hill Branch. The club meets once a month. The club is fully booked with potential for new members. A longtime patron and financial supporter of the library recently sent a letter to the Rep-Am complaining about both having to pay for parking to come to the library and then getting a ticket for being only a few minutes late returning to her car. I would recommend asking the City to extend the parking in the lot and in front of the building to 4 hours. President De Carlo will follow up with the Mayor's Office and see if this is a possibility

Staff Vacancies – The CCOC has denied my request to fill both of the Librarian II vacancies at this time, due to the reduction in state aid to the city. We also still have an Admin I vacancy and a Page vacancy. I am continuing with

HR on filing those positions.

Flu Season –We have improved our sanitary procedures for the Children’s Room toys. We have also ordered some supplies to clean the toys. We have also ordered mounted dispensers for wipes for the patrons to use at the public computers.

### **Committee Reports:**

#### **Finance:**

Financial Reports are in your packets to review. Director Guest did a quick review of the reports.

The donation of \$52,667.20 from the estate of Anna Paul needs a motion on the use of these funds. A motion to allocate and transfer \$52,667.20 to the Bronson Operating Fund for the renovation of the East Wing with it having its own line item was made by Agent Albin and seconded by Agent Ranando and approved unanimously.

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

Barbara Ranando has been named the new Chairperson.

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

Nothing at this time.

#### **Friends of the Library:**

At our last meeting we discussed utilizing Services from Better World Books. They are a service that will send us the boxes and we would box up our withdrawn books for them to sell and give us a cut from the sales.

The Friends were featured in the CT Friends of the Library Newsletter.

#### **Other:**

### **OLD BUSINESS:**

#### **Treasurer Vacancy:**

Webster has informed us that they do not have a candidate and the search continues.

Agent Ogodnik suggested looking at other library treasurers.

Agent Harrell suggested we contact the colleges for students who would be interested in the position.

Agent Harrell also asked if we have extended an invitation to the Community Associations to see if they have anyone who would interested in the position.

### **NEW BUSINESS:**

Joan Rossi sent us her resignation from the Library Board. She held 2 positions Secretary and Chairperson to the Building & Projects Committee. We need to fill both those positions. Agent Cullinan will fill in as Board Secretary until July. Agent Ranando will be the new Chairperson for the Buildings and Projects Committee.

President De Carlo asked the board to review the Spring Books & Happenings and to please attend at least 1 program per month. If you are unable to attend please try to convince a spouse, neighbor or co-worker to attend.

**MMSP** (Ryan, Ogrodnik) to approve payment of Bronson bills of \$286.25

Director Guest reviewed the invoices with the board.

**ADJOURNMENT: MMSP** (Ryan, Ogrodnik) to adjourn at 7:01 pm.

**NEXT MEETING:** Monday March 19, 2018 – 6 pm

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan, Secretary