

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday April 16, 2018**

PRESENT: President De Carlo, Vice President Wrenn, Agents: Ranando, Harrell, Ryan, Beatty, Cummings
ALSO: Director Raechel Guest, Heidi Barbieri, Lisa Bartkus

CALL TO ORDER: President De Carlo called the meeting to order at 6:06 p.m.

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

MINUTES: MMSP (Beatty, Harrell) to approve the March 19th minutes.

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR'S REPORT—included with board packet:

Whale Sculpture – An attached report was included with the board packet detailing the damage and construction methods of the whale. Restoration should be relatively easy, but will require a fundraising campaign. I recommend that the Board of Agents form a committee to oversee the fundraising as well as the restoration project. Several members of the Waterbury Public Arts Committee have volunteered to join the committee. I also recommend installing the restored whale inside the building; a replica made of some other metal could be placed outside. The museum brought to my attention that the whale was damaged once before in 1998 and needed some restoration work done, we are also going to go thru our files to see if we have any information on that. President De Carlo stated that we will discuss the committee at the next meeting.

Front Plaza Project – We reopened the front on April 11th, unfortunately our automatic door was broken; we are waiting for replacement parts to arrive so that it can be repaired. The lawn area will remain cordoned off until the grass has a chance to grow in the front and the back. The sign in front will be removed and replaced. We are still waiting for delivery of the 2 bollards for the rear of the building to prevent vehicles from driving and parking on the sidewalk. Some work still remains to be done on the plumbing for the fountain. Our Head Maintainer has met with the contractors and engineer to discuss the operation of the fountain; we have been assured that they will provide training for our staff.

Berman Memorial – An Ornamental cherry tree will be planted on the front lawn in memory of Katherine Berman. The decisions regarding this were made in consultation with Mark Lombardo, Supervisor of the Parks & Golf Courses. A dedication ceremony for the Berman tree and story time furniture in the library will be held on May 7th.

Staff Vacancies – I have finished interviewing for the open Librarian II position in our Children's Division and am now waiting for HR to complete the hiring process. The Mayor's Proposed Budget for FY19 keeps the Librarian II position in AIS open for the first 9 months of the next fiscal year. We are waiting for the City to release a new list of Admin. I candidates along with a new list of Maintainer I candidates, as we now have a vacancy there. Ongoing staffing shortages are causing a strain on our employees. The situation will improve a little at the end of May, when we switch to our summer hours and are closed on Saturday. We are hoping that when we reopen in September that 3 of the 4 positions will be filled. Agent Ranando asked if we could use volunteers, Director Guest stated that we could not use volunteers in any position that is part of the union. Volunteers can work as pages and we currently have 1 thru the WAVE program at NVCC. When she is thru in June we will be getting another student thru the WAVE program to work during the summer. The page program was 14 pages and we are now down to 4 pages and 1 student from WAVE.

FY 19 Budget – Due to budget cuts including state budget cuts, the Mayor's Proposed Budget for the library is \$60,425 less than FY 18, \$268,209 less than requested. If the proposed budget is adopted, the library may not be able to maintain current levels of service. The public has reacted strongly to the proposed budget cuts. I hope that the Friends of the Library will see new members join and revitalize that organization, which will strengthen their ability to raise funds and advocate for the library. Agent Cummins asked about the state funding at risk. Director Guest stated that if our budget goes down from the previous year we would not qualify for the state funding and we could

lose approximate funding of \$1,000 to \$3,000 for the year. State level cuts to state libraries could further reduce what we can do here. For example one of the things that was rejected from our budget was the \$3,400 for a supplemental delivery service thru Bibliomation for Inter Library Loan Books. We currently have a 6 week back log due to last years budget cuts. This year if the State Library has further cuts they may cut the delivery service all together and there would be no Inter Library Loan system unless we pay for it. Vice President Wrenn asked if we could use volunteers for this program. Director Guest stated that it could be a huge liability risk using volunteers.

Catchafire Logo Design – The catchafire volunteer selected to design a new logo for the library has submitted samples for review which I have enclosed in your packet. Once a logo is selected. I can seek a volunteer to design a new website, and another volunteer to build the new website. I would like to put together a committee to assist with these projects. Agent Cummins asked if we can see a logo using the whale. Director Guest will look into that. Director Guest also would like to form a Design Committee, this committee would mostly be done via email. Agent Cummins requested to join this committee along with President De Carlo and Vice President Wrenn. Once we have a few designs we can post them on our website and Facebook page along with copies in the library to ask patrons to vote on the logo they like best, this will make the patrons part of the process.

Children's Room Renovation – The Bertoia wire chairs were picked up by PSI-NESP for refinishing, however we found that the final count was 9 more than originally quoted and the additional cost to refinish those 9 chairs would be \$1,077.93.

A motion to approve the additional cost of refinishing the Bertois chairs in the amount of \$1,077.93 was made by Agent Beatty and seconded by Agent Ranando and approved unanimously.

We are still waiting for the second computer table for the AWE Early Learning stations. Delivery has been attempted twice; both times the table was damaged prior to receipt. The new fish tank is up and running and we currently have "starter fish" in the tank. The tank will be ready in a couple of weeks for additional fish.

Staff Development – The CT Library Associations's Annual Conference is being held on April 23rd & 24th. I will be attending both days, due to staff shortages no other staff members can attend both days. Instead, two staff members will attend on Monday and two staff members will attend on Tuesday. Additional staff members wanted to attend, but we do not have sufficient staffing to let everyone attend. Agent Beatty asked where the conference will be held. Director Guest said that it would be held in Danbury. Three staff members attended the Mental Health First Aid Training provided by the Chamber of Commerce last month. They are now certified in Mental Health Aid. Six staff members attended an in-house workshop provided by the Center for Human Development. They received in depth information about services offered for homeless people in Waterbury, as well as information about the homeless community, which includes families with young children, CHD runs the Hospitality Center on East Main Street and offers supportive assistance to help families and individuals rebuild their lives.

Patron Services – We have added sanitizer wipes near the public computers for patrons to wipe off the keyboard and mouse before they use them.

Committee Reports:

Finance:

The Finance Committee met on Thursday to discuss the Paul Fund. In your packet is what we need to discuss and establish the Policy for the Paul Fund.

A motion to approve the Paul Fund Policy was made by Agent Cummins and seconded by Agent Harrell and approved unanimously.

A motion to transfer the Anna M. Paul bequest in the amount of \$400,000 to the Wells Fargo Investment Account was made by Agent Ryan and seconded by Agent Ranando and approved unanimously.

A motion to hold \$8,136.87 in reserve for the Teen Room Renovation was made by Agent Ryan and seconded by Agent Beatty and approved unanimously.

Building & Projects:

The Buildings & Projects Committee met today and we discussed the atrocious parking lot which Agent Harrell is going to look into to see what can be done. Agent Ranando is going to find out what portion of Library Park belongs to the library.

Hall of Fame:

The Hall of Fame Committee is due to start meeting next month. Once we have nominees to vote on I will bring the information to the board. The deadline has been extended. Today is the last day for the extended deadline. May 2nd is the last day for anyone to come and speak with the committee in favor of a nominee and May 16th we vote.

Friends of the Library:

We did have a great meeting last week. We had new vibrant people come in who were at a meeting in City Hall last month; they had a lot of great ideas. One was to develop an advocacy group along with enhancing some procedures. We discussed the Budget cut and some other ideas. The Annual Meeting is scheduled for June 9th. Give Local will be coming later this month.

Other:

OLD BUSINESS:

Treasurer Vacancy:

President De Carlo asked Agent Cummins if she can ask around to see if she can find a candidate for the Treasurer Position.

NEW BUSINESS:

At our meeting on May 21st we will have Tom Bivona from Wells Fargo here to discuss our investment account. Please bring your questions and concerns.

MMSP (Ryan, Cummins) to approve payment of Bronson bills of \$981.92

Director Guest reviewed the invoices with the board.

ADJOURNMENT: **MMSP** (Cummins, Harrell) to adjourn at 7:19 pm.

NEXT MEETING: Monday May 21, 2018 – 6 pm

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan, Secretary