

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Monday January 28, 2019**

**PRESENT:** President De Carlo, Vice President Wrenn, Secretary Cullinan Agents: Ranando, Ogrodnik, Beatty, Cummings

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

**CALL TO ORDER:** President De Carlo called the meeting to order at 6:05 p.m.

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

**MINUTES: MMSP** (Cummings, Ranando ) to approve the December 17<sup>th</sup> meeting minutes. President De Carlo and Agent Beatty abstained.

**COMMUNICATIONS/PUBLIC COMMENT:**

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

Front Plaza Project – We are looking into staining the front walkways in order to hide the mottled pattern on the concrete. The pattern was not supposed to be there; it was created as a side effect of the winter pouring process. I am waiting for samples and a revised rendering from Watterworth Signs for the new front lawn signage. The last rendering is included in your packet. During the heavy rain last week, areas of the basement flooded due to water coming in through the fountain pipe openings in the foundation. Additionally, the sump pump did not start up. We will be addressing this at a project meeting on Wednesday. Other open project issues are the cracks in the cheek walls and chipping/cracking of the Ben Franklin sculpture base, and concerns about the pump motor. We are waiting for the spring weather to finalize these issues.

- Staining of the concrete is at the contractors expense
- Staining the concrete causes another problem because it will eventually peel
- Can they warranty the staining for a particular number of years
- A rendering of the new front lawn sign was passed around
  - What material will it be made of? Aluminum
  - Will it be back lit? Yes with little spotlights in the ground
  - New sign will be placed at a 90 degree angle so that it can be seen in either direction for traffic and it will be tall enough to be seen over cars parked.
  - What color will it be? Bluish grey to match the exterior of the building, waiting for samples.
- Who put in the sump pump? It was pre-existing and is very old and does not kick in when it is supposed to.
- Why can't we do stamped concrete? Anything we do other than ripping it all up and re-doing it will have the potential for problems.
- What caused the tiger striping? The way they kept it warm in the winter when they were pouring it.

East Wing/Teen Zone Renovation – We met with General Builders this afternoon to prepare for the partial demolition of the floating wall. A dust barrier will be installed, but we will still have access to the East Wing and the elevator lobby. Demolition will take one day, cleanup will take a second day, and then they will need a day or two for the finishing touches. They will begin tomorrow. Mercury Communications will begin installation of computer cabling tomorrow. This will involve drilling a few holes in the floor between the basement server room and the East Wing. They anticipate finishing sometime next week. I met with KI and PSI-NESP regarding the glass wall for the computer classroom. We are waiting for the final schematic of the wall and computer table placement in order to install the electrical boxes in the raised floor. Once the boxes are installed, the City Electrician will complete the last of the wiring for the renovation. We have selected the carpeting colors and pattern with input from our teen patrons. Bartholomew Contract Services will remove the old carpeting and install. The Friends of the Silas Bronson Library have purchased the new Teen Zone furniture and new tables for the computer classroom from PSI-NESP and KI. The Teen Zone furniture was selected with input from our teen patrons. The furniture will be delivered after the new carpeting is installed.

- The part of the floating wall that is being opened up is not part of the original building.
- Who is KI? They are the company we are purchasing the new tables and furnishings from. They are a subcontractor for PSI-NESP.

Naloxone Training – Five library employees, myself included, participated in an opioid overdose training workshop on January 18<sup>th</sup>. Last year, there were two confirmed overdose emergencies inside the library, as well as patrons suffering from seizures and other medical emergencies. The workshop was provided by the Health and Fire Departments. We were trained in the administration of Evzio, which injects naloxone into the thigh (as opposed to Narcan, which is administered as a nasal spray). Staff are now better prepared for all types of medical emergencies and are better informed about the opioid epidemic and the use of naloxone. We were given six sets of Evzio which are now located strategically throughout the building for ready access should another overdose occur.

- Is this an injection? Yes it is like an epee pen.
- Concern about the use of the Evzio was raised. The trainer for Evzio was brought into the meeting and demonstrated.
- Was the staff given the signs of an overdose? Yes, along with training on calling 911.

VITA Tax Prep – Tax prep season has started. We will be offering free tax prep for qualified individuals on Tuesdays and Saturdays, 9am thru 1 pm. Appointments can be made by calling 211. Basic eligibility for VITA: The VITA program is for individuals who generally make \$55,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing their own tax returns. Also, individuals who are self-employed should have business expenses less than \$25,000, and individuals should not have income from rental property.

Black History Month Calendar – The library has once again prepared the annual City-Wide Black History Month calendar of events. Copies can be downloaded from our website or picked up at the library.

Accounting Issues – Due to an unusually busy January, the Cash Handling Procedures draft will not be ready until the next month. Mary Jane Boucher and John Ditoto visited the New Britain Library to look into an option for outsourcing the copy machine and change machine handling. Although the library originally received a cut of the proceeds, it was not cost-effective for the vendor, so New Britain no longer receives any money from their copy machines. One good idea from the visit to New Britain is to allow the use of credit/debit cards to pay fines online. New Britain is able to do this through their library consortium; our consortium (Bibliomation) does not offer this service, but there may be other options available, since the City does offer online payments for taxes and water/sewer bills.

- Can we refund patrons? We are not supposed to do refunds. Patron put money on her guest pass and came in at the last possible minute to use the computers. Do computers give warnings when time is running out? Yes a warning message appears on the computer 15 minutes and 5 minutes before the computers shut down.

Year in Review – The Mayor's new Chief of Staff, Mack Demac, has requested a Year in Review PowerPoint from all City departments by January 31<sup>st</sup>. This covers the calendar year of 2018, not the fiscal year. I am still in the process of creating the library's presentation.

Card Suspensions Due to Fees/Fines – The Office of the Treasurer & Tax Collector for the City and County of San Francisco recently published a study of public library overdue fees and reported the following: Collecting overdue fines can lead to extended conflicts with patrons and reduce staff time engaging in other forms of public service; Overdue fines act as a barrier to access, especially for low income and financially insecure patrons; Libraries that have eliminated overdue fines have not seen an increase in late returns (one library saw its late return rate drop from 9% to 4%). The report made the following recommendations: Eliminate overdue fines for Adult & Senior accounts; Implement auto-renewal so borrowers can hold on to their materials if no one else has placed a hold on them; Retain billed-items fees (lost, damaged, unreturned) and accelerate billed status initiation from 60 days overdue to 21 days overdue; Increase the number of late item notices, sending email and text communication 2 days prior to due date and 3, 7, 14, 21 and 35 days overdue. I have included copies of the report in your packets.

## **Finance & Funding:**

At Thursday's meeting we discussed:

- We do not have any bills for this month
- No big discrepancies in the deposits, however we did discuss the process
- Investment fund has lost some money for the year

- A motion to transfer \$25.00 from the Lisa J Berkowicz donation (in memory of Theodore Yampanis) to the Bronson Book Budget was made by Secretary Cullinan and seconded by Agent Beatt and approved unanimously.

### **Building & Projects:**

At Today's Meeting we discussed:

- Copies of the proposed new sign for the front was distributed
- Leaks in the Library due to the heavy rain
- Children's bathroom faucets have been replaced with one that automatically shut off
- Bookstore books need to be moved and consolidated due to the East Wing renovation

### **Hall of Fame:**

- On hiatus

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

### **Waterbury Cable Council:**

### **Other:**

### **OLD BUSINESS:**

Treasurer Vacancy – Agent Ogrodnik suggested Josphe Stango who has a career in investments, he is interested and qualified. He is currently filling out the paperwork to get permission from his employer and the SEC.

Term Appointments – Everyone has been re-appointed along with the 2 new board members, President De Carlo will check with the City clerks office to see if Evelyn Giacomi has been sworn in. Raymond Van Stone has already been sworn in and should be attending our March meeting.

### **NEW BUSINESS:**

Events Fundraising Committee – Secretary Cullinan will be the chair for this committee. Agents Ogrodnik, Albini and Giacomi as committee members. What we would like to see is possible 1 large event and several smaller one each year to raise money. President De Carlo is looking into a paint fundraiser at the brewery by is house and as soon as he has the information he will hand it over to the committee to follow up on. Any restaurants that we have good contacts with we can set up fundraisers with would also be a good idea.

Paul Fund closeout donation -- \$1,647.79 should this be used for the East Wing Renovation overages or added to the Investment Fund.

Sunshine Fund – TD Banknorth requires the account to have a \$100 balance. We need contributions for the Sunshine Fund. A formal policy needs to be made for the Sunshine Fund as to how to use the funds.

We should highlight books that different board members, staff and City Officials have read on social media.

**MMSP ( )** to approve payment of Bronson bills of \$0.00

**ADJOURNMENT: MMSP** (Cummings, Ogrodnik) to adjourn at 7:07 pm.

**NEXT MEETING:** Monday February 25, 2019 – 6 pm,

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan - Secretary