

**BOARD OF AGENTS
SILAS BRONSON LIBRARY MINUTES
Monday, July 20, 2020**

PRESENT: President DeCarlo, Vice President Wrenn, Agents Harrell, Ryan, Ogradnik, Van Stone, Beatty
ALSO: Director Raechel Guest, Janis Cyr, Lisa Bartkus,

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

APPROVAL/ADDITIONS TO THE AGENDA:

On a motion by Agent Harrell, duly seconded by Agent Ryan, the approval of the agenda and any additions to the Monday July 20, 2020 Meeting of the Library Board of Agents.

MINUTES: MMSP:

On a motion by Agent Ogradnik duly seconded by Agent Harrell, to approve the February 24, 2020 meeting minutes.

COMMUNICATIONS/PUBLIC COMMENT: None

DIRECTOR'S REPORT: (attached)

- Operation Changes
 - Did we lose any employees with the pandemic
§ 1 Page due to health reasons at this time
- Urban Libraries Grant Chrome Books & Hotspots
 - Waterbury Resident Only
 - How many can we loan out (10 at the moment)(Grant for a few more)
 - Requirements if chromebooks are not returned will the Library be responsible for replacing them (they are our property and we would decide if replacements are needed)
 - Current/up to date library card
 - Start is a few weeks away
 - Staff will help test/review procedures to ensure they work accordingly
 - We will need to purchase cases for the chrome books along with the purchase of licenses to be CIPA compliant
 - Do other libraries have borrowing issues? Other libraries have found that once deactivated the computers are returned.
 - How will we track them if not returned? Chromebooks will no longer work if not returned by due date.
 - Patrons not returning on time or damage can no longer borrow as part of our policy
 - Personnell to go over computer when returned (Yes IT department will review returned computers before they are borrowed by another patron)

On a motion by President De Carlo duly seconded by Agent Harrell, to approve the policy for the use of the Chrome Books & Hotspots that was put forth by Director Guest

- Warshasky Bequest
 - Do we have restriction on bequest (no)
- Bronsun Fund Budget FY20 & FY21
 - Relocation of Data cabinet will be done by the City's IT Department

Treasurers Report:

- Overview regarding Stock Market was given at this meeting along with the status of the Bronson Fund thru the pandemic. Some concerns were voiced regarding small business investments.

Finance & Funding: Holly Wrenn – Chairperson.

- Questions regarding the Operating Budget Actuals
 - \$813,000 un-spent from last year
 - § 480,000 is the allocation of benefits that have not yet happened
 - § Staffing vacancies
 - § Pandemic
 - § Numbers will change for August. This is why we have our annual meeting in August so we have a better picture.
- Investment Policy has not yet been finalized due to Pandemic
 - § Concerns were raised regarding the Finance Committee have more control over the Portfolio

Building & Projects: Tim De Carlo – Chairperson

- No meetings have been held since February due to the Pandemic

Hall of Fame: Tim De Carlo – Board Liason

- On Hold due to the Pandemic

Friends: Tim De Carlo – Board Liaison

- Early March meeting was held prior to closing due to the pandemic
- 150th Anniversary
- Fundraisers for the restoration of the Silas Bronson portrait in the front lobby
 - Cost would be approximately \$2,000.00
- Friends lost their 501C3 satatus and are working on restoring it.

Waterbury Cable Council:

- No meeting due to Pandemic

Sunshine Fund: Sue Beatty

- We currently have a little over \$100

Other:**OLD BUSINESS:**

- Waterbury Cable Council – 2 boxes of documents that were found in the basement
 - Lisa will try and contact Art Denze to see what they would like to do with the documents.

NEW BUSINESS:

- Agent Ranando's resignation
- August Annual Meeting Time
 - 5:30 pm annual meeting
- Board Members
 - 2 people have been brought forth for approval and need to be sworn in for the Library Board

- No new Bronson Bills to be paid at this time

ADJOURNMENT: MMSP

On a motion by Agent Beatty, duly seconded by Agent Ryan, the Library Board of Agents adjourned at 7:02 pm.

NEXT MEETING: August 17, 2020 at 6:00 pm with the Annual Meeting starting at 5:30pm

Respectfully submitted:
Lisa Bartkus for Tim De Carlo - President