

**BOARD OF AGENTS - SILAS BRONSON LIBRARY MINUTES -
January 26, 2016**

PRESENT: Vice President Ogrodnik, Secretary Rossi, Agents Albini, Beatty, Decarlo, Perugini, Ranando
ALSO: Director Raechel Guest, Charlotte Williams

CALL TO ORDER: Vice President Ogrodnik called the meeting to order at 4:07 p.m.

AGENDA: MMSP (Perugini, Decarlo) to approve the agenda as published.

MINUTES: MMSP (Perugini, Decarlo) to approve the December 8, 2015 minutes as submitted.

COMMUNICATIONS/PUBLIC COMMENT:

A moment of silence was observed in honor of Board Member Bowler, deceased January 15, 2016. A floral arrangement had been sent to the funeral home on behalf of the Board and the Library.

DIRECTOR'S REPORT—part of board packet:

Director Guest distributed a packet of customized charts for Fiscal Year 2015 provided by the CT State Library. One set of charts provided statistical comparisons between Silas Bronson Library and CT cities over 50,000 population as well as a statewide average in 63 categories: i.e.--library visits per capita, program attendance per capita, circulation per capita, collection size, staff size. A second set of charts provided statistical measures (15) to compare library service in one municipality with the library service of comparable municipalities based on population and wealth. The final set provided statistical comparisons between Silas Bronson Library and the libraries of four other municipalities—Hartford, New Haven, Bridgeport, and Stamford. Director Guest commented that these charts provide a good sense of where we are and what we should aspire to become.

Vice President Ogrodnik commented that the articles about the Library written by Director Guest and published by the Waterbury Observer are very well done. Further, Vice President Ogrodnik suggested that publicity via local cable access would be beneficial. Director Guest noted that this had been done in the past and offered to investigate the possibilities. Agent Perugini stated that he was a member of the Greater Waterbury Cable Council (Skye Cable) and would take the suggestion to the membership. It was noted that radio publicity should also be pursued.

Director Guest noted that in the future, artists who hang their work on the gallery wall will be asked to provide a program to complement the display.

FINANCE—part of board packet:

Copies of the most recent financial reports for the City and Bronson fund were distributed for review.

Director Guest reported that the budget proposal for FY17 had been submitted to the City. Some of the budget increases had been included to address patron complaints/comments. Increased funding was requested for public Wi-Fi, eMedia, building supplies, as well as library supplies and furnishings. Wi-Fi funding would be used to install public Wi-Fi in the entire library building as well as increase bandwidth. It was noted that there is a charge per use associated with the eMedia. Director Guest noted that these costs would be monitored. Only city residents will have access to this service. The purchase of a carpet shampooer is part of the request for building supplies. Director Guest stated that the people counter is not working. The Library has started to look shabby out as a result of inadequate funding over several years.

Vice President Ogrodnik asked if grant money was a possibility. Director Guest answered that grant funding for some of the items might be possible. Further, some of the expenses should be considered as part of the Library's standard operating expenses.

It was noted that FOL plays an important role in the grant writing process for the CT Community Foundation. Only 501(c) (3) organizations may apply. Accordingly, grants to that foundation must be submitted under the auspices of the FOL.

Agent Ranando, who also serves as the President of the FOL, mentioned that the majority of their income comes from book store sales.

Recently, the FOL was the beneficiary of an estate worth \$25,000. Director Guest noted that it would be beneficial to use this FOL funding to apply to the State Library for a grant with a one for one match. The monies could be used for interior renovations. The turn around time for this type of grant is about one year. If additional donors could be identified, funding would double.

Agent Beatty asked where bequests are deposited. It was noted if the donor has made a specific designation for the bequest, instructions are followed. On the other hand, in the case of an unspecified bequest, the board is charged with deciding.

POLICY:

A recent procedure change: a library card will no longer be collected to read the newspaper.

The public computer procedures were revised in December. Previous procedures left much to the discretion of the librarians on duty and led to staff and patron frustration.

LEGISLATIVE: No report.

BUILDING AND GROUNDS:

It was reported that there had been a series of rock throwing incidents in the downtown area. On December 27 at 5:32, the windows of the front doors were vandalized. Unfortunately, the incident occurred outside of the range of the security cameras. The broken glass shattered and fell into the front foyer. The glass has been replaced with a better quality glass. The need to improve security was noted (i.e. glass break and motion sensors).

FRIENDS OF LIBRARY: No report

HALL OF FAME: No report

OTHER:

Director Guest stated that plans are in place to add a self service checkout system via a kiosk in the future.

It was stated that a new page had been hired. New librarians should be hired soon.

New Programming: a monthly movie showing on Saturdays—a morning showing for children and families and a 2 o'clock classic. The FOL provided the funding for the license. It was noted that two distributors were investigated. The first cost over \$1000 per year and provided films from big name studios. The second, Twentieth Century Fox, which costs \$300 per year. Movies may only be shown indoors. Another license is required for outdoor showings. Further, it was noted that written publicity (i.e. newspaper releases) cannot mention the titles or characters of the movies. Patrons are asked to call or consult the Library website for titles. All movies to be shown will be rated PG.

The staff of the Children's Department is charged with planning and selecting performers for their Division. Anita Bologna is charged with planning and selecting performers for the Adult Services Division.

OLD BUSINESS: None

NEW BUSINESS:

Agent Perugini asked if anyone had been in touch with Agent Ryan. It was noted that he had fallen down and had broken his arm in December. He had gone to rehab and was supposed to be released. No one present could provide any update. A card had been sent on behalf of the Board.

Director Guest commented that the Library and Literacy Volunteers will be participating in the Big Read this year.

Sunshine Fund: Agent Beatty commented that the current balance in the Board's Sunshine Fund is well below 100 dollars. Agent Beatty asked if the Board wished to continue to keep the fund. All present agreed to maintain the fund. Accordingly, in order to replenish the fund, all present agreed to donate \$10. Funding for the Bowler arrangement was provided by the Library's emergency fund.

Vice President Ogrodnik commented that the terms of several Agents will be expiring. Also, Agent Bowler's position needs to be filled. A letter of request must be forwarded to the appropriate town committee chairman. The present system calls for replacement of four agents at a time. The terms of current roster of Agents seems to be misdated.

MMSP (Perugini, Decarlo) to approve payment of Bronson bills of \$347.04

MMSP (Beatty, Decarlo) to approve payment of City bills of \$16,101.44

ADJOURNMENT: **MMSP** (Decarlo, Perugini) to adjourn at 4:30 p.m.

NEXT MEETING: Tuesday, February 23, 2016 - 4:55 p.m.

Respectfully submitted:

Joan Rossi, Secretary