

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday, December 13, 2016**

**PRESENT:** President DiCarlo, Vice-President Ogrodnik, Secretary Rossi, Agents Albin, Cullinan, Harrell, Perugini, Ranando, Wrenn

**ALSO:** Aldermanic Representative Francis Guerrera, Director Raechel Guest, Heidi Barbieri, Lisa Bartkus

**CALL TO ORDER:** President DiCarlo called the meeting to order at 4:03 p.m.

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

**MINUTES: MMSP** (Ogrodnik, Harrell) to approve the November 15, 2016 minutes. Two abstentions: Agent Wrenn and President DiCarlo—both did not attend the November meeting.

**COMMUNICATIONS/PUBLIC COMMENT:**

None

**DIRECTOR'S REPORT—part of board packet:**

Director Guest reported that a patron survey is being conducted both online and in print. This survey is being publicized in the newsletter and online and will remain active until March. Results of the survey will be used to guide future decision making about library services. The first batch of responses was submitted by a group of homeschoolers-- concerns included addition of color printers; improved parking at the Bunker Hill Branch; updated furnishings; more community engagement.

Circulation has remained pretty steady. Museum pass usage was low in November but it was noted that this program is most used during the summer months. The number of Facebook followers has increased. It was noted that Google Business Listing Searches provides free tracking of queries for Waterbury Library. Further, the number of website visitors is low. Director Guest stated that the current website is antiquated and needs "refreshing." Vendors that specialize in creation of Library websites are being investigated. More information will be forthcoming.

It was noted that the elevator was recently converted from key operation to push button use.

Computer classes for seniors have been scheduled at the Bunker Hill Branch. The branch is considered to be more convenient for seniors to get to.

Community outreach is a priority for the coming year.

After a discussion with Rocco Orso, Director of Purchasing, procedures for disposal of withdrawn books and unused/vintage furnishings (i.e. wood card catalogues) are in place. Permission to donate funds received to the Friends of the Library has been granted.

The Mayor approved the hiring of a replacement for Maintainer, Tom Ethier, who will be retiring at the end of December.

Monthly safety meetings are now required per city policy.

Director Guest noted that the 2017-2018 budget proposal is due on January 6. Currently, 37% of the city budget is supported by state revenue. The fiscal condition of the state is uncertain and concerning. A city reduction in State Aid will have a negative impact on funding for the Library. The Library is the one city department that has the opportunity to do fundraising. It was noted that the endowment should be about ten times more than what it is for a library in a city of Waterbury's size. For many years in the Library's history, the endowment funded a large portion of Library expenses. It is fiscally responsible to grow the endowment. Board assistance in the process is crucial. A full audit of funds/bequests to the endowment is under way. The process is time consuming. Agent Wrenn asked about restrictions of use of the endowment fund. It was noted that the full report should reveal which funds are restricted as well as the nature of the restrictions. Currently, most of the funds included in the Bronson Operating Fund are not restricted. Vice President Ogrodnik mentioned the possibility of developing a fundraising brochure similar to the one produced by the Hartford Library. Director Guest commented that she was working to recruit

individuals to serve on a citizen based Fundraising and Outreach Committee. Outreach to the community is key, since only a small % of the populace knows that the Library exists and the services it provides.

The low return on the investments currently held in the Bronson Fund and invested with Wells Fargo Bank was discussed. It is important for the Board to explore other investment options. Some of the first steps include: review of the present investment contract with Wells Fargo, the question of penalties for changes/moving endowment funds. Agent Albin suggested that presentations about services from Wells Fargo and CT Community Foundation be scheduled to take place at the January meeting.

## **COMMITTEE REPORTS**

### **FINANCE:**

No report

### **POLICY:**

No report.

### **PLANNING AND DEVELOPMENT:**

No report

### **LEGISLATIVE:**

No report.

### **BUILDING AND GROUNDS:**

No report.

### **FRIENDS OF LIBRARY:**

No report.

### **HALL OF FAME:**

No report.

### **OLD BUSINESS:**

The search for a Board Treasurer continues.

New committee assignments will be discussed in February. The need to review the list of current committees and the possibility of revision was noted.

A motion to move the February meeting (due to holiday closure) from February 21 to the 28<sup>th</sup> was made by Vice President Ogradnik, seconded by Secretary Rossi, and approved unanimously.

### **NEW BUSINESS:**

**MMSP** (Ogradnik, Harrell) to approve payment of Bronson bills of \$786.22.

**ADJOURNMENT: MMSP** (Perugini, Wrenn) to adjourn at 4:41 pm.

The necessity for a light agenda in order to leave sufficient time for presentations by Wells Fargo and the CT Community Foundation was noted.

**NEXT MEETING:** Tuesday January 17, 2016 – 4 p.m.

Respectfully submitted:  
Joan Rossi, Secretary