

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday May 16, 2017**

**PRESENT:** President Decarlo, Vice President Ogrodnik, Secretary Rossi, Agents Albini, Beatty, Cullinan, Harrell, Ranando, Ryan, Wrenn

**ALSO:** Heidi Barbieri, Lisa Bartkus Director Guest, Aldermanic Rep. Guerrera

**CALL TO ORDER:** President Decarlo called the meeting to order at 4:01 p.m.

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

**MINUTES: MMSP** (Harrell, Ryan) to approve the April, 2016 minutes as published. Vice President Ogrodnik abstained.

**COMMUNICATIONS/PUBLIC COMMENT:** None

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

**Front Plaza Project**

Director Guest stated that she had just received the proposed plan for the temporary ramp at the rear of the building. Copies of the plan were distributed for review. Director Guest noted that she had gone outside and measured the areas outlined in the plan. It was noted that the drawing doesn’t show where the sidewalk, trees, and lamp post are located. The pitch of the ramp is ADA compliant. The width of the ramp is 4 feet and a handrail is included. There may be a traffic jam if patrons are going in both directions. The ramp is angled onto the patio. Advantage: Makes the patio handicapped accessible for the first time in fifty years. The original start date was moved to allow for fabrication time. Fencing around the front entrance in the front of the Library will be installed and remain in place until the project is completed.

The Bunker Hill Branch has reopened for normal operating hours.

Use of the museum passes should increase as the weather improves.

Give Local: the amount donated increased over last year.

The FOL recently established a Fundraising and Outreach Committee.

Keys are no longer necessary to use the public restroom facilities. Library patrons are pleased.

Press releases about the Library’s recent awards will go out soon.

**Committee Reports:**

**Finance:**

Agent Wrenn reported that the Finance and Fundraising Committee had met to review the budget and funding for the Children’s Room Project. It was noted that funding to complete the entire project is not currently available. Currently, the FOL doesn’t have sufficient funds to add to the total needed. Accordingly, the project will be completed in stages. Replacement of the shelving should be the first priority—improve visual impact, provide additional linear footage, meet ADA standards.

The Finance Committee had asked for a review of the collection procedure. A document detailing the process was distributed for review.

Director Guest stated that many policies/ procedures are being reviewed/ revised. Cash handling policies/procedures are currently being examined.

All requisitions for this FY must be in by June 2. Any requisitions submitted after this date will be considered "emergency" expenses.

Director Guest noted that the carpet cleaner had come. Next major cleaning purchase: floor scrubber.

**Buildings Projects:** None

**Hall of Fame:**

President Decarlo noted that voting for the 2017 Hall of Fame inductees will take place on May 17<sup>th</sup>. The Board will have the opportunity to vote on final approval in June. It was noted that the Board votes to approve members of the Hall of Fame Committee as well as final endorsement of inductees. Per a request, information about each of the nominees will be provided to the Board prior to the vote. The process/procedure for approval of inductees is a concern. Currently, the Board simply serves to rubber stamp the inductees. Nominees are retained on the ballot for 5 years. Some years this may include 50-70 names. Is it realistic to have committee members review/consider so many nominees? What should be the process moving forward? The current ballot includes 2017 nominees as well as those proposed but not approved for 2013-2016. A vote of 5 out of 7 members of the Hall of Fame Committee is needed of approval. No particular number of inductees is expected. "Significant impact" should be key criteria. As City values change, the pool of nominees should also shift. Review of the criteria for nomination should be discussed at the next meeting.

**Friends of the Library:** None

**Other:**

Agent Harrell noted that she has been serving as a reader for scholarships awarded by the CT Community Foundation for several years. After a brief discussion, a motion to have Agent Harrell continue to serve in this capacity was made by Agent Beatty, seconded by Agent Ranando, and approved unanimously.

**OLD BUSINESS:**

**Treasurer Vacancy:**

President DeCarlo is still working to fill the vacancy. Current plan: meet with the Mayor.

**NEW BUSINESS:**

It was noted that Committee Meeting Schedules had been included in the Board Packet.

A motion to accept the committee meeting schedules as published was made by Agent Ryan, seconded by Agent Ranando and approved unanimously.

The Committee Meeting Schedule will be filed with the City Clerk.

**MMSP** (Ryan, Beatty) to approve payment of Bronson bills of \$57.76.

**ADJOURNMENT:** MMSP (Beatty, Ryan) to adjourn at 4:47 pm.

**NEXT MEETING:** Tuesday June 20, 2017- 4 p.m.

Respectfully submitted:  
Joan Rossi, Secretary