

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday August 15, 2017**

**PRESENT:** President Decarlo, Vice President Wrenn, and Secretary Rossi, Agents: Ranando, Harrell, Albini, Ogrodnik, Perugini, Judy Mancini & Sal Porzio DPW.

**ALSO:** Director Raechel Guest

**CALL TO ORDER:** President Decarlo called the meeting to order at 4:00 p.m.

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

**MINUTES: MMSP** (Ogrodnik, Harrell) to approve the July 18<sup>th</sup> minutes. The approval of the June 20, 2017 minutes due to a correction that Agent Harrell was not in attendance and State Budget cut information was excluded was tabled until the next meeting.

**COMMUNICATIONS/PUBLIC COMMENT:**

Sal Porzio(DPW) and Judy Mancini (Mayor's Office) came in to talk about the Front Plaza Project. Presentation boards were passed around to show the improvements to the board members. The contractor, LoRosso Group, promised that the front door portion of the project will be completed by the end of the month. The fabrication of fountain bowl is delayed. It is due to arrive in early September and installed until the end of September. The back ramp now provides handicapped accessibility, makes the patio available, and will remain permanently. Additional lighting has been added. There were a few unanticipated issues impacting the renovations (mechanical, drainage, and placement of the sewer line). A mechanical plumbing engineer is needed to resolve the problem. The Board had originally allocated \$136,000 for the project. Of that amount, \$88,000 has been expended. Sal is asking the board to approve use of remaining funds (up to \$47,000) to deal with accessibility improvements, drainage problems and signage.

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

Raechel reviewed her director's report about the Front Plaza Project. She noted that the sewer issue was not in her report. There was a conduit wire for old lighting that needed to be examined. The City electrician was able to take care of the issue. The patio was featured in the Rep-Am. Library Maintainers are busy with dust cleanup resulting for the construction drilling. The AIS office area renovations are mostly completed. The Children's Room renovations have been delayed. Once the shelving arrives, a timeline for the renovations will be created. Circulation Division stats are staying the same. Museum pass usage is up during the summer. Online presence is holding steady. The state budget cuts, Raechel is working with the Rep-Am to create an article concerning the cuts to the Deliver It system. Our daily pickup allocation has been reduced to 3 bins per day. Unfortunately, we generate approximately 10 bins per day. Storage of unreturned items will be a problem. Delivery of ILL items will be delayed. Patrons are being encouraged to return items to libraries from which they borrowed them. The FOL is considering the possibly doing a small book sale in our Auditorium in December and possibly a larger sale in the spring. The whipping post generated some publicity for the Library. Library security: a representative of the City's Community Relations Division came in and did some training with the staff. The Building Risk Assessment Report has been completed and will be reviewed to see what changes need to be made. It was noted that there may be grants to complete security upgrades. Staffing – Sandra Rampertab, Librarian II, has resigned and Hugh Curran, Librarian II, has decided to retire. In anticipation of these positions being open, the job description for the Librarian 2 has been revised. Civil Service will be reviewing the proposed description tonight. In addition, Human Resources have been informed that the current salary is more than \$2.00 per hour below the minimum state guidelines. The Annual Report was completed and submitted to the City. Further, copies of the Report were distributed for all to review.

## **Committee Reports:**

### **Finance:**

A sample report for lost books was provided to Raechel. A more extensive review the Collection Process will be completed. The endowment is still growing. The carpeting and shelving for the Children's Department has been selected. The size of the Children's collection is too large to be housed in the Auditorium. Consequently, the books will need to be stored in the Main Reading Room during the renovations.

### **Buildings Projects:**

It was noted that the pricing for the replacement of the front sign is still up in the air. Renovations on the Children's Department have been delayed because the PO's have not yet been opened. Originally, W.B. Mason stated that payment could be made from a variety of accounts ( Friends, Bronson). Now, W.B. Mason is requesting that payment be made through the City. Shelving Children's Department: Old shelving will be offered to AIS first and then will be made available to the City schools.

### **Hall of Fame:**

There is a meeting tomorrow evening for the Hall of Fame and the Gala is coming up on October 21<sup>st</sup> at 2 pm. More information regarding the gala will be available at the September meeting.

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

The Friends met on August 8<sup>th</sup> and they allocated \$31,000 toward the Children's Room renovations. They also received \$257.00 from the July book sale. In December, they will be having a book sale in the Auditorium. A larger book sale is pending for the spring.

### **Other:**

None

## **OLD BUSINESS:**

### **Treasurer Vacancy:**

President Decarlo reported that an article about the vacant Treasurer position was in the Rep-Am and generated 1 resume. The Search Committee will meet and review the resume. If the applicant is someone of interest, he/she will be asked to meet with the board for interview/approval. The Treasurer position is a five year position according to the City charter.

## **NEW BUSINESS:**

### **By-Laws Committee:**

Agents Harrell and Ranando met to begin the review process.

### **Question/Issues included:**

- Where is a copy of the City Charter is kept?

Director Guest stated that the charter is available online and can be downloaded. Agent Harrell requested that we have one available in the Library. Director Guest will download or the reference desk can attain a copy.

- Under Article 4 Section B it states that the Treasurer, President and Secretary are paid \$300 each.

President DeCarlo stated that at this time we are not paying any of those positions. At our last meeting, we had a motion for a library staff member to take the minutes and have them approved by the Secretary. Consequently, this meeting is being recorded. Director Guest informed the Board that all meetings going forward will be recorded to be used to create the minutes.

- Article 5 states that regular meetings will be held each month on the 4<sup>th</sup> Tuesday of each month except in the months of July and August.

It was noted that motion to change the date of the meeting to the 3<sup>rd</sup> Tuesday of each month was made and approved a few months ago. Further it was noted that the Bi-Laws need to be revised and updated so that the Board is not in violation of its own By-Laws.

- Under Article 5 the board members are allowed 3 excused absences per year. A pattern of repeated absences is then brought to the mayor's attention.

Going forward how do we address the absences of board members? Finance has a copy of everything.

- Under Article 6 the committees are as follows: Finance, Building and Grounds, Legislative, Personnel, Nominating, Hall of Fame, Planning and Development. Additional committees can be created. Each should have at least 3 members and a chairperson named by the president. Progress reports should be made at each meeting.

Currently, we do not have Legislative, Nominating, Planning and Development, and Personnel Committees. President DeCarlo suggested that we should only have the committees as we need them. Past duties of the Personnel Committee are now handled by the Director and Human Resources. Agent Albini suggested that the Legislative Committee would handle issues like the "Deliver It" cuts by the state.

At the next meeting the By-Laws Committee will present a proposal for changes to the by-laws. This proposal can be discussed and voted on. Article 8 states that 2/3 of the board need to be present which is 7 members for voting purposes. The Board should be given 10 days to review any revisions.

**MMSP** (Albini, Ogrodnik) to approve payment of Bronson bills of \$8,348.00. The Bronson Bills were approved for \$ 8,035.00. \$313.00 for American Adjustment was not approved until verification of the bill is brought to the Director and the Board.

**ADJOURNMENT:** MMSP (Albini, Ogrodnik) to adjourn at 5:23 pm.

**NEXT MEETING:** Tuesday September 19, 2017– 4 pm

Respectfully submitted:  
Lisa Bartkus for Joan Rossi Secretary