

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Monday July 16, 2018**

PRESENT: President De Carlo, Vice President Wrenn, Secretary Cullinan Agents: Ogrodnik, Harrell, Ryan, Ranando & Albini

ALSO: Director Raechel Guest, Heidi Barbieri, Lisa Bartkus, Alderwoman Sandra Martinez-McCarthy

CALL TO ORDER: President De Carlo called the meeting to order at 6:00 p.m.

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

MINUTES: MMSP (Ranando, Harrell) to approve the June 18th minutes

COMMUNICATIONS/PUBLIC COMMENT:

DIRECTOR'S REPORT—included with board packet:

FY 19 Budget – We are still waiting for the final numbers from FY 18. Once we have those numbers we will be able to finalize our FY 19 budget. The bids for our Magazine Subscriptions came in, and the low bidder was Magazine Subscriptions PTP. They are based in TX and serve over 3,000 libraries and businesses. We will save about \$2,000 with this service.

Yankee Courier – Yankee Courier is the new delivery service contracted by Bibliomation to supplement the free State Library DeliverIt service. Fourteen Bibliomation libraries signed up for this service, including the Silas Bronson Library. The service is expected to start this week for the trial period, with pickups every Wednesday. The cost is \$30.00 per pickup.

SCORE – Volunteers from SCORE provide advice and mentoring for people who want to start a new business or grow their existing business. They have been meeting with these entrepreneurs every Thursday morning with appointments booked by our librarians. Due to an increase in demand SCORE will be adding appointments on Monday afternoon starting in August.

Old Shelving – West Side Middle School has taken most of our discarded shelving from the Children's Room. We were told that our old shelving was in better condition than West Side's current shelving.

Patron Services – We installed a new bike rack, trash can and smoke stand in the front of the Library. Our Adult Services division is working closely with the American Job Center to help our patrons find the employment resources they need.

Website Redesign – I am working with John Ditoto from the IT department on our plans for revamping the library's website and moving it to a less expensive host. Once we have all the information ready, I will post the project on our Catchafire account to find a web professional to build it for us at no cost. The CT Community Foundation is providing us with the free access to Catchafire.

Interns – We have 4 high school students doing a summer internship at the library, coordinated by the American Job Center. We also have a WAVE program intern continuing with us this summer. The interns are doing a variety of Page work.

Staffing Vacancies – Three candidates for the Maintainer I position have been interviewed; we are waiting to hear from HR to know when our new Maintainer will start. We were approved in June to fill one of the two Librarian II vacancies and are waiting for the list of candidates to interview. Both vacancies are in our Adult Services division. The Admin. I Civil Service exam was held at the end of last month; we are waiting for the list to fill our vacant Admin. I position in the Circulation division. Having both the Librarian II and Admin. I positions filled will be necessary if we are to resume our regular hours after Labor Day. If both positions are still vacant, we will not have enough staff to cover Saturday's in addition to our regular weekday hours or if we choose to open on Saturday's we would have to consider reducing our hours on Monday's. The evening hours are harder to change due to the amount

of programs we have. Monday is the day we get hit the hardest when we are open on Saturday's. Agent Albini asked if we adjust schedules so Saturday staff member each have a different Comp day. Director Guest responded that we can do that however we still do not have enough staff to cover 6 days. Agent Ranando asked how far down in staffing are we compared to 8-10 years ago when the Library was open on Sunday's. Director Guest said we are down by a lot compared to then and we are currently at bare bones. When the oversight committee came in because the City was about to go bankrupt we lost a lot of people and if you saw the article in the paper it was projected that it will take 15-20 years for the City to come out of it's hole. Agent Ranando asked how many staff member we currently have. Director Guest responded 34 at this time.

Committee Reports:

Finance:

The Finance Committee met on Thursday and reviewed the endowment from the past few months. I have contacted Wells Fargo about attending our August 16th meeting at 6pm we will meet to discuss the current progress and the best way to invest the endowment. General expenditures looking forward to getting all the actuals for the year end in August. Director Guest let the board know that the operating budget actuals report has been changed, the carryover column to an available FY 17 funds. If this format is acceptable we can do this going forward. It shows the carryover and also the transfer as two separate items.

Building & Projects:

The Building Committee met today and discussed the replacement of the panels that are missing due to theft. We need to know the number of panels to get an estimate on the cost of replacement. We also discussed our new logo and some ideas for marketing it. We came up with different items such as tote bags and cards and different things such as those.

Hall of Fame:

Bios are getting written and submitted for the Hall of Fame Ceremony in October. Secretary Cullinan asked if President De Carlo has discussed with the Hall of Fame Committee about the hiatus. Not yet I will break it to them slowly.

Friends of the Library:

Other:

OLD BUSINESS:

Treasurer Vacancy – We are going to contact the CT Conference of Municipalities for help with filling our Treasurer vacancy.

New Collection Agency – We were informed by the Purchasing Department that we will need to go out to bid for a new Collection Agency.

Term Appointments: Don Perugini has resigned from the Board. We are waiting for re-appointments and President DeCarlo will follow up on this. Agent Ogrodnik voiced her concern about being able to form a quorum in the colder months if we do not get replacements for Don and Joan.

Greater Waterbury Cable Council – Don was the Liaison from this board we need a replacement board member for this position. The Meetings are on Wednesday's every other month at 5 pm the next meeting is September 12th. Agent Harrell asked if we can add this to the agenda. Agent Ranando asked if we can table this until next month to see what they do at this meeting. We will try to get more information for the next meeting.

NEW BUSINESS:

Annual Meeting – The annual meeting has been changed to August so that we will have all our financials in to review at the meeting. The meeting will start at 5:30 just before our monthly meeting in August.

Fountain—Agent Harrell asked about children splashing in the fountain and making the sidewalks wet. This can be a safety hazard for people with canes and walkers. Director Guest said there is nothing we can do.

Black Panther Movie – Agent Harrell said the movie was a big success and it was standing room only, maybe we should show the movie again. Alderwoman Martinez asked if we can show movies outside like a drive in? Director Guest said that the movie licensing would be different and very costly.

MMSP (Ryan, Ogradnik) to approve payment of Bronson bills of \$154.25

ADJOURNMENT: **MMSP** (Ryan, Cullinan) to adjourn at 6:30 pm.

NEXT MEETING: Monday August 20, 2018 – 6 pm, Annual Meeting at 5:30 pm

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan, Secretary