

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Monday February 25, 2019**

PRESENT: President De Carlo, Vice President Wrenn, Agents: Ranando, Beatty, Albin, Harrell, Cummings, Ryan, Ogrodnik

ALSO: Director Raechel Guest, Heidi Barbieri, Lisa Bartkus

CALL TO ORDER: President De Carlo called the meeting to order at 6:01 p.m.

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

MINUTES: MMSP (Beatty, Cummings) to approve the January 28th meeting minutes. Agent Albin abstained.

COMMUNICATIONS/PUBLIC COMMENT:

DIRECTOR’S REPORT—included with board packet:

Front Plaza Project – LaRosa will be opening up the wall in the basement break room to see where the flooding is coming from. We will be meeting with them tomorrow morning to review the scope of work and schedule.

- Concrete – do we have any new information regarding the resolution of the concrete problems
Nothing new at this time.

East Wing/Teen Zone Renovation – The wall demolition is complete. In order to complete the wiring, we removed the two large metal shelving units from the Friends Book Store. These shelves were already slated for removal as part of the project. Now that they are gone, the space is far more open and inviting. We have put in a work order to have a small ramp built for the entrance to the new Teen Zone. There are some minor wiring details to complete. After the ramp is built, the carpeting will be installed. This will require closing the East Wing for about a week. Once the carpeting is installed, the Teen Zone will be opened, the computer classroom will be moved, and the Business/Computer Center will be set up. The Friends book store will continue to have a featured books display in the front lobby, a set of shelves on the floating wall, and several sets of shelving where the Teen/YA collection is currently located. The final detail will be the installation of the glass wall for the new computer classroom.

Upcoming Events – Xhenet Aliu, author of the novel Brass, will be at the library for a book talk & signing on Saturday March 9th at 3 pm. Brass tells the story of a working class mother and daughter in Waterbury, which is where Aliu grew up. The Boston Globe called it “an exceptional debut novel, one that plumbs the notion of the American Dream while escaping the clichés that pursuit almost brings with it...” We have received excellent coverage in the press for this event.

Accounting Issues – We are making progress on the new Cash Handling Procedures. Each new procedure and form is being tested by the staff before implementation. After the final draft is approved, we will conduct training sessions to ensure that all staff know the new procedures.

Reasonable Suspicion Training – All supervisors have received the City’s new Reasonable Suspicion Training as part of the new Drug & Alcohol Policy. The training pertains to situations in which library employees show signs of intoxication in the workplace.

Capital Budget FY20 – At a meeting of the City’s Capital Budget Committee, it was requested that the library’s Board consider picking up the expense of the cyclical replacement of staff computers, peripherals, and software (estimated at \$11,000 for the upcoming year). It is difficult for the City to secure funding for staff equipment, as funders usually consider this to be an overhead expense that should be borne by the funding recipient. The other Capital Budget request from the library, not included in the Committee’s request to the library board, are \$30,000 for cyclical replacement of public computers, \$12,000 for cyclical replacements of our servers, and an additional \$20,000 for the upgrade of the security camera’s.

- Are any other departments being asked to pick up the cost of their computers
§ Not to my knowledge

- § Why are we being singled out?
- § Because we have a Bronson Fund

Year in Review – A printout of our Year in Review PowerPoint report for the Mayor is enclosed in your packets. One highlight to note the number of visits to the main library for the calendar year (January to December 2018) was 226,609. This is a big jump from the fiscal year (July 2017-June 2018) count, which was 174,715. By comparison, the number of visits for the previous fiscal year was 243,201. I think it is safe to say that the decrease in visits was due to the front entrance being fenced off, and I believe that we have fully recovered from that drop in attendance.

Friends of the Library Book Sale – A new volunteer with the Friends, Miki MacKennedy, has been making great strides in preparing for a spring book sale. She has secured the free use of a downtown storefront for the sale, and has been boxing up thousands of books by category to take to the storefront when it's time. The book sale will require some involvement from the library, if only for the use of our folding tables. More volunteers are welcome, either to help with the prep work or to help at the time of the sale. Our staff and interns are continuing to assist the Friends with scanning the withdrawn books for shipment to Better World Books, a vendor that the Friends use to sell higher value books online.

- When do they plan on doing the Book sale
 - § They are looking into April and I plan to meet with Miki this week and see where we stand with the sale.

Card Suspensions Due to Fees/Fines – As a follow up to the report from San Francisco Public Library distributed at last month's meeting, here is additional data on the revenue we collected over the past 5 years from late fees. The revenue collected in a given fiscal year is used for the next fiscal year budget to help make up for shortfalls in the City's allocation for our book budget. Our total annual operating budget is approximately \$2.3 million. The library's investment has grown significantly in the past year thanks to the Paul bequest. The increase could be used to offset the loss of revenue from late fees. If we were to eliminate late fees, we could still expect patrons to return items after the loan period has expired. Currently, items convert to lost status after they are four weeks overdue. Email/text reminder sent 3 days before an item is due (already in place); Email/text warnings sent when items are x, y and z days late (already in place, can be increased to as many warnings as we wish) any account with a lost item would be blocked. Patrons would have the choice of either paying the fine or donating a new copy of the item. The Bibliomation system does not currently have an option for automatic renewal, but they anticipate this will be available later this year. Differentiating between adult and child cards is difficult, as we would have to put restrictions on their use. So, for example, adult cards would not be able to be used for checking out children's materials.

- As a board we should wait and see what the State and City budgets are before we make a decision on this.

Finance & Funding:

At Thursday's meeting we discussed:

- Investment Policy – we would like to meet one more time in March to make any final updates.
- Endowment took a hit at the end of the year, but January we re-couped some.

Building & Projects:

At Today's Meeting we discussed:

- We discussed the basement flooding earlier which is a direct result of the Front Plaza Renovation and she will be meeting with the contractor tomorrow morning on this.
- We also discussed the East Wing Renovation and we do not yet have a date for the carpet installation and once we have that everything else should fall into place. A ramp needs to be built for the entrance of the teen zone.

Hall of Fame:

- On hiatus

Friends of the Library:

- Meeting Cancelled due to snow.

Waterbury Cable Council:

- Has not met since our last meeting

Sunshine Fund:

Other:

OLD BUSINESS:

Treasurer Vacancy – Agent Ogrodnik discussed with the board inviting Joe Stango to become our Treasurer. He has gotten approval from the SEC along with permission from his employer which has all been approved. The treasurer is selected by the board but has to be bonded by the City. The next step would be for the board to meet him and have a conversation and if we are all in favor then we can go ahead and vote him into his term. President De-Carlo spoke with Mike LeBlanc from Fiannce last year and the City will cover his bonding insurance. The treasurer is a non-voting member so he would be here to look over the financials and once a year give a report to the Board of Alderman.

- Would the fund stay with Wells Fargo

§ Once we have a treasurer we can then have that conversation the board cannot move the fund. The treasurer has custody and would need the vote of the board to make any changes. The City is moving their investements to a different financial company, but we were unable to make any changes without a treasurer.

Events Fundraising Committee – At the last meeting I created this Committee with Anne Marie as the chair, Nick you were volunteered by Anne Marie to be on this committee. This committee was formed to start raising money for the endowment. What I would like to see is possibly 2 small fundraisers and maybe 1 bigger one. I would like to get to where Literacy is with a few smaller fundraisers and a gala.

Sunshine Fund – With the Sunshine Fund I would like to add another signer to the account and list it as a line item on the agenda. I think the chair of the Finance Committee should be the other signature on the account. If TD Bank continues to give us the run around maybe we should consider moving it to another bank.

NEW BUSINESS:

Sanitizer holders are difficult to use and the sheets are sometimes dry. We should look into replacing those with something better and easier to use.

MMSP () to approve payment of Bronson bills of \$0.00

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

NEXT MEETING: Monday March 18, 2019 – 6 pm,

Respectfully submitted:

Lisa Bartkus for Tim De Carlo -- President