

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday July 18, 2017**

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

ALSO: Director Raechel Guest, Accountant Heidi Barbieri, Admin. 3 Lisa Bartkus, Aldermanic Rep. Guerrero

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

AGENDA: MMSP (Beatty, Ranando) to approve the agenda.

MINUTES: MMSP () to approve were tabled until August for the June 20, 2017 minutes due to a correction that Agent Harrell was not in attendance and State Budget cut information was excluded..

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR’S REPORT—included with board packet:

Director Guest stated that the next phase of the project is due to begin on July 20th with the pouring of the concrete walls, footing steps and ramp. This is expected to continue until late August. The trench for the underground utilities for the fountain is scheduled to begin on August 3rd. Access to the patio is temporarily blocked until the contractor welds the railing and fills the gap between the ramp and patio with concrete.

The reorganization the work space of our AIS staff is coming along well. Staff members will have larger work areas with more privacy.

Director Guest requested a policy update regarding loaning out our LCD Projector to the public for a 1 week period with no renewals and a \$10.00 per day late fee.

Motion to adopt the LCD Projector into Library Policy was made by Agent Wrenn and seconded by Agent Harrell with unanimous approval.

Orders for the shelving and carpeting for the renovations in the Children’s Department are expected to be placed this week. Carpet samples were available for the board to view. Agent Beatty asked if the carpeting will be commercial grade (yes). During the month of September, the shelving and books will need to be relocated possibility. The auditorium seems to be a good option. Division Heads will be asked to brainstorm options for dealing with the best way to handle the problems associated with the closing of the Children’s Department during the upcoming renovation. Agent Harrell asked if we can use Bunker Hill (unfortunately no). Vice President Wrenn asked how often we use the Auditorium (frequently)

Circulation of museum passes is picking up for the summer months, some are downloadable with your library card and others can be picked up at the Library.

Directory Guest will be visiting the Pequot Library book sale which is said to be the biggest and best book sale in New England to gain insight for the Friends to bring back their annual book sale.

Director Guest also reviewed the need for Library Security with the board and explained a couple of our most recent incidents. She has spoken with the Mayor and Police Department and for now we have increased foot patrol from the police department. An officer periodically will walk thru the library during the day. The Police Department along with Human Resources is going to provide training for the Library

staff as to the best way to deal with security issues when they arise. The City's Risk Assessor from HD Segur also came in to review the library and will be sending Director Guest his report. Agent Harrell asked how many of these incidents are recorded on the security camera's. As of now not many, we do not have cameras in the Main Reading Room. We are waiting for verification from the city on our MERSA Funding. Agent Wrenn asked is the risk assessment report will give us options that need improvement for safety. (yes)

Committee Reports:

Finance:

Vice President Wrenn and Director Guest met on June 14th to review the fiscal reports prior to this meeting. Spending is the same dollar amount but in different ways.

Buildings Projects:

Secretary Rossi reported that the exterior lighting is still in process of being upgraded with the city. Roof leak. Director Guest and Lisa Bartkus explained that the Roof in the East Wing in the Children's area has a leak and is under Warranty. We are in the process of trying to get this repaired with The Garland Company. A sub-contractor is due to come out to look at the roof this week and make the repairs.

Hall of Fame:

President Decarlo reported that the induction ceremony is scheduled for October 21st at 2 pm.

Friends of the Library:

Agent Ranando would like Agent Harrell to be the liaison for the Friends. This was agreed upon unanimously.

Other:

None

OLD BUSINESS:

Treasurer Vacancy:

President Decarlo reported that the search committee will be posting the Treasurer vacancy in the Republican American next week.

Board of Agents Meeting Schedule:

A proposal to change the start time—perhaps 6 pm-- of the monthly meeting had been made at the June meeting. Reasons to consider include: attendance may improve; may be easier for those who work to come; and other City Boards meet at a later time. Discussion and a vote will take place at the August meeting pending an overall review of the BOA by-laws.

NEW BUSINESS:

By-Laws:

The By-Laws have not been reviewed in 22 years. President Decarlo setup a By-Law Committee to update these. Agent Harrell to Chair with agents Ranando and Ogradik as committee members.

Secretary Function:

A change to the Secretary's function from taking the minutes to just approving the minutes. A Library Staff member will take the minutes and type them up . These minutes will be forwarded to the Board Secretary for approval.

A motion for library staff to take minutes and send to Secretary to approve was made by Agent Ogradnik and seconded by Agent Cullinan

MMSP (Rossi, Harrell) to approve payment of Bronson bills of \$32.49.

ADJOURNMENT: MMSP (Ogradnik, Albini) to adjourn at 4:37 pm.

NEXT MEETING: Tuesday August 15 2017– 4 pm

Respectfully submitted:

Lisa Bartkus for Joan Rossi Secretary