

**BOARD OF AGENTS –
SILAS BRONSON LIBRARY MINUTES –
Tuesday January 16, 2018**

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

ALSO: Director Raechel Guest, Lisa Bartkus,

CALL TO ORDER: President De Carlo called the meeting to order at 4:15 p.m.

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

MINUTES: MMSP (Wrenn, Harrell) to approve the December 12th minutes. With an amendment regarding the Building Theft from the Director's Report about the missing panels being replaced in the spring to read that the replacement of the missing panels will be looked into at a later date.

COMMUNICATIONS/PUBLIC COMMENT:

None

DIRECTOR'S REPORT—included with board packet:

FY 19 Budget – FY 19's budget has been submitted to the City's Finance Department with significant changes from FY 18, requesting an additional 10 pages as we had in 2011. I have also requested an increase in our Book Budget from \$195,000 to \$303,000. I should know by the end of April what are budget should be.

Front Plaza Project – We have visible progress and I should be receiving the revised timetable for its completion soon.

Recent Grants – The Friends of the Library have been awarded a grant of \$20,000 from the Elisha Leavenworth Foundation to be used for the renovation of the Teen/YA area of the building. The total project cost is anticipated to cost about \$100,000 which would include a business center. I am in the process of looking for additional funding for the project; I have put in a request with the city for \$34,000 in Capital Funding for the new wiring for this project.

Recent Donations – We have received \$1,000 from the Marshaks to purchase books except for Christian books along with a \$500 from the Women's Club to help spruce up the Bunker Hill Branch. We have received the first check from the estate of Anna Paul which was \$52, 650 and we anticipate receiving approximately \$500,000 over the next couple of years. We do not have any restrictions on the Paul donation and would like the board to come up with very specific language on how best to use these funds. Agent Ryan asked that we dedicate a room to her. When we do publicity on this bequest, I have written what I could and I will reach out to Phil Benevento to get his input; we should have a nice memorial statement something that goes beyond what was in her obituary showing the importance of the gift to the library and our appreciation of this gift.

Annual State Library Reports—Reports were given to the board members and were briefly reviewed. I am going to be working on a summarized version of these reports.

Building Theft – No further thefts have occurred. We are continuing to maintain wireless cameras pointed at the exterior of the building where panels remain.

Security Cameras – The City would like to continue with purchasing an entire new security system for the Library adding camera's for areas where we have blind spot. We have requested an additional \$7,000 in capital project funds for FY 19 to cover the shortfall.

Publicity – Agent Cummings hosted a one hour show on WATR on December 26th and I joined her for the second half hour of the program, discussing upcoming events at the Library.

Patron Services – We have updated the checkout receipt to include two new messages at the bottom of the slip. The

first message says “You just saved \$xx.xx by borrowing from the Silas Bronson Library” the amount is the list value of the items checked out. The second message lets patrons know they can renew their books online or by phone, with the website and phone number included.

Professional Development—four of our staff members received training last week in the creation of archive finding aids that can be uploaded to CT Archives Online hosted by Western CT State University. We have a number of important archival collections which are underutilized. Training is being provided by the CT State Library Conservation Connection Traveling Archivist.

Committee Reports:

Finance:

We met on Friday and reviewed the bills along with discussing the Paul donation. The Paul sisters were high school teachers and we think that using the funds for the Teen YA area would be a wonderful area to name after them and use a good chunk of that donation to make that area an appropriate space for the kids. We also need to discuss how best to use the \$500,000 and put it in our bylaws how that money can be used such as what was setup with the Silas Bronson Fund. A copy of the board policy on how the Silas Bronson Fund is set-up was passed to all the board members. At our next meeting we need to make a motion on the use of the \$52,000 that we have already received.

A donation of \$ 50.00 from Mary Louiselle for the Flanagan Fund and a \$1,000.00 donation from Evelyn & Jacquelyn Marshak for the Book Budget excluding Christian Books.

A Motion to transfer \$1,000.00 (Marshak donation) to the Bronson Book Budget was made by Agent Cummings, seconded by Agent Harrell and approved unanimously.

Building & Projects:

Nothing at this time.

Hall of Fame:

Nothing at this time.

Friends of the Library:

The Book Fair went very well. The cookies were supplied for the staff for the Holiday’s.

Other:

OLD BUSINESS:

Treasurer Vacancy:

We are still working on this and have some continued ideas to move forward and hopefully we will have something for the next meeting.

NEW BUSINESS:

Meeting Schedule for 2018: A discussion was had as to the best day and time for our monthly meeting. The third Monday of every month except in February which would be the fourth Monday due to the Holiday’s at 6:00 pm. The dates of February 26th, March 19th, April 16th, May 21st, June 18th, July 16th, August 20th, September 17th, October 15th, November 19th and December 17th. The date for the annual meeting will be discussed at another time. Agent Harrell will look into the bylaws regarding the annual meeting.

A motion to accept the monthly meeting calendar was made by Agent Ryan and seconded by Agent Cullian and approved unanimously.

The Finance Committee will meet on the Thursdays before our board meeting at 6 pm. The schedule will be typed by Lisa and sent to Holly for approval.

The Buildings and Projects Committee meetings will be discussed with Joan as to their schedule.

Bylaws Committee:

Copies of the changes to the bylaws were handed out to all the agents to review including the changes from the last meeting to include:

Article VI – adding a Vice Chairman to all standing committees.

Article VIII -- changing the required written notice from ten (10) days to five (5) days.

A motion to approve the revisions to the bylaws was made by Agent Ryan, seconded by Agent Wrenn and approved unanimously.

Lisa will type the revisions for Agent Harrell to proof read prior to sending the revised bylaws to the City Clerk's Office.

MMSP (Ryan, Cullinan) to approve payment of Bronson bills of \$7,368.42

President De Carlo asked for an explanation of Overdrive Advantage which Director Guest reviewed with the board

ADJOURNMENT: MMSP (Ranando, Harrell) to adjourn at 5:19 pm.

NEXT MEETING: Monday February 26, 2018 – 6 pm

Respectfully submitted:

Lisa Bartkus for Tim De Carlo President