

**BOARD OF AGENTS –  
SILAS BRONSON LIBRARY MINUTES –  
Tuesday March 19, 2018**

**PRESENT:** President De Carlo, Vice President Wrenn, Agents: Ogrodnik, Ranando, Ryan, Albini, Beatty

**ALSO:** Director Raechel Guest, Heidi Barbieri, Sandra Martinez-McCarthy

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

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

**MINUTES: MMSP** (Beatty, Albini) to approve the February 26<sup>th</sup> minutes. Amendment to motion on Page 2 under Finance change donation from \$52,667.20 to \$52, 650.00

**COMMUNICATIONS/PUBLIC COMMENT:**

None

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

FY 19 Budget – Budget requests for a number of capital request items that the City is having trouble funding. The total request was for \$118,000. The City's Finance Department has expressed interest in using Bronson Fund money for all these items. I have explained to them that the Bronson Fund money has restrictions placed on the funds by the donors. The Board's policy regarding the use of the Bronson Funds was included in the director's reports along with a review at this meeting. A copy of an email from Sarah Geary to Raechel was included in our packet discussing the uses of the Bronson Fund money. Agent Albini asked what is our Plan B. Director Guest replied that we would need to increase our Fundraising efforts or decrease our services to our patrons. With 1 mill we can reopen our branches. As of now we are at less than half a mill. At this time my biggest concern is that our servers are in need of upgrading and our patron computers need to be replaced as well. The last IT meeting it was suggested that we piece meal the upgrade of our Security Camera's. There are some grant funds available to help with building security, however we do not have anyone other than myself to pursue all of these fundraising options, this year and last year I have put in our budget a request for an additional position to help with the fundraising, last year the City said that the position would have to come out of the Bronson Fund which is not an option.

Front Plaza Project – The project is still not finished. Some delays were caused by the weekly snowstorms we've been getting. A portion of the walkway had to be redone as it settled unevenly. The contractor is hoping to be finished by the end of March.

Children's Room Renovation – The City's Purchasing Department has given me permission to proceed with refinishing the Bertoia wire chairs. I have spoken with PSI-NESP; they hope to be able to pick up the chairs soon.

Berman Memorial – Literacy Volunteers has installed Story Time Chairs in the Picture Book Rooms, in memory of Katherine Berman. We have received a comfy chair for the librarian reading and small chairs for the children. Literacy Volunteers will also be hosting a ceremony on the patio; details will be forthcoming. Finally Chris Berman would like to donate a tree in memory of his wife; to be placed on the front lawn.

East Wing Renovation – I have sent the initial design plans to PSI-NESP and will be meeting with them to discuss working with them on the project. The Friends of the Library are in receipt of a grant from the Leavenworth Foundation which can be used for the planning phase.

Catchafire – The CT Community Foundation has provided the library with free access to Catchafire, an online tool connecting us with skilled professionals who want to donate their services. I have begun interviewing candidates for logo design and translation services.

Patron Services – We have installed a color printer in the Main Reading Room and will launch it as a new service either this week or next. The City has turned down our request for extended kiosk parking times, citing the need to collect more revenue from parking tickets.

Staff Vacancies – I am still waiting for HR to send me the third candidate to interview for one of the two vacant Librarian II positions. HR has advertised for a new round of Admin I applicants. I assume that we will be interviewing from that list, once it is available, to fill our vacancy.

### **Committee Reports:**

#### **Finance:**

No March Meeting. President De Carlo suggested that the Finance Committee meet and figure out restrictions regarding the Paul Donation. Director Guest handed out a rough draft based upon the Board policy on the Silas Bronson bequest. The endowment had a pretty big loss recently. Heidi will be doing a revised detailed report about the Bronson Fund showing how it is restricted and how. President De Carlo suggested that we have the April or May Finance Meeting just before the board meeting and ask Wells Fargo to attend to ask about the investments of the Bronson Fund. Wells Fargo will need to be contacted for availability.

#### **Building & Projects:**

Building & Projects met and discussed the responsibility of this committee and reviewed with Raechel the renovations for the East Wing. Also the leak with the skylights was addressed, the Maintainers need to go back on the roof and fix the plastic covering until a repair can be made. We are also thinking of visiting other libraries to see how their committees work. If the Finance committee wants to meet prior to the board meeting let Barbara know and they can switch meeting days.

#### **Hall of Fame:**

Our next meeting is scheduled Wednesday March 21<sup>st</sup>. We have 2 names to for this board to vote on, they would be voting members of the Hall of Fame. Charles Stango from the Board of Education and Bob Door who has been on the veteran's hall fame.

A motion to approve 2 new voting members to the Hall of Fame (Charles Stango and Bob Door) was made by Agent Ogodnik and seconded by Agent Ryan and approved unanimously.

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

Director Guest spoke for the Friends. The Rotary Club will be donating \$2,500 for the East Wing Renovations and they think they may be able to get a matching grant also. The Rotary club is also interested in starting a Junior Rotary Club here at the library. The Waterbury Garden Club is looking into helping out with landscaping. The first thing they are interested in doing is what used to be a fountain on the back patio and is now a dirt pit, they would like to turn that into some sort of garden, they are also interested in doing some gardening education programs at the library. They will also be reaching out to Bunker Hills Schools 3<sup>rd</sup> graders to see if they would like to adopt the library. They will also be looking into grant opportunities to help fund these programs in collaboration with the Friends.

#### **Other:**

Agent Beatty was given the information that Agent Ogodnik's mother has passed and asked if the Sunshine Fund was used to send a plant or something in her memory.

Agent Ranando asked where the Sunshine Fund was. Agent Beatty responded that is at TD Bank.

### **OLD BUSINESS:**

#### **Treasurer Vacancy:**

Director Guest was at a library workshop on Friday and the Ridgefield Public Library for their treasurer is a senior financial analyst at Proctor and Gable. We might be able to reach out to various Corporations in Waterbury to see if they a financial analyst who might be interested in our Treasurer position.

**NEW BUSINESS:**

On Wednesday March 28<sup>th</sup> there will be a free workshop for library board members to learn about best practices at the Wallingford Public Library from 6:30 to 7:45 pm, anyone who would like to attend a the phone number to register is included in your board packet.

**MMSP** (Ryan, Ranando) to approve payment of Bronson bills of \$312.50

Director Guest reviewed the invoices with the board.

**ADJOURNMENT: MMSP** (Ryan, Ranando) to adjourn at 6:51 pm.

**NEXT MEETING:** Monday April 16, 2018 – 6 pm

Respectfully submitted:

Lisa Bartkus for Anne Marie Cullinan, Secretary