

**BOARD OF AGENTS
SILAS BRONSON LIBRARY MINUTES
Tuesday, April 19, 2022**

PRESENT: President De Carlo, Vice President Wrenn, Secretary Geary, Agents Beatty, Cummings, Harrell, Van Stone,

ALSO: Raechel Guest, Mary Jane Boucher, Lisa Bartkus, John Ditoto, Michael LeBlanc, Sarah Geary

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

APPROVAL/ADDITIONS TO THE AGENDA:

On a motion by Agent Cummings, duly seconded by Agent Harrell, the approval of the agenda and any additions to the Tuesday April 19, 2022 Meeting of the Library Board of Agents.

MINUTES: MMSP:

On a motion by Agent Beatty, duly seconded by Agent Harrell, to approve the March 15, 2022 meeting minutes.

COMMUNICATIONS/PUBLIC COMMENT: None

DIRECTOR'S REPORT: Raechel Guest – Attached

Treasurers Report: Joe Stango

- None

Finance & Funding: Holly Wrenn – Chairperson.

- Discussion was had regarding the Capital Projects along with the 4% of the endowment, which is something we need to keep in mind when approving projects
- *On a motion by Agent Beatty, duly seconded by Secretary Geary to transfer the \$20.00 donation from Joan Lozier to the General Fund*
- *On a motion by Agent Cummings, duly seconded by Secretary Geary to transfer the donation from Robbin Shepherd for the purchase of children's books in memory of Donald A. Porzio to the Bronson Book Budget*
- *On a motion by Agent Cummings, duly seconded by Agent Beatty to transfer the donation of \$2,500.00 from Morgan Stanley to be used towards Genealogy.*
- *On a motion by Agent Beatty, duly seconded by Agent Cummings to transfer \$425.47 from the Eleanor J. McLarney Fund for the Purchase of Children's Books to the Bronson Book Budget for use in FY23*
- *On a motion by Secretary Geary, duly seconded by Agent Cummings to transfer \$399.92 from the Helen C & Edwin H Angevine Fund for general support to the Bronson Book Budget for use in FY23*
- *On a motion by Agent Beatty, duly seconded by Agent Cummings to transfer \$3,303.77 from the Viellette Family Fund from the purchase of books to the Bronson Book Budget for use in FY23*

Building & Projects: Jim Geary – Chairperson

- Reviewed Capital Projects
- Vendors for Camera System

Hall of Fame: Tim De Carlo – Board Liaison

- None

Friends: Tim De Carlo – Board Liaison

- Pending 501c3 – check went thru
- Volunteering for Literacy Volunteers Bingo Fundraiser
- Designer Purse Bingo Fundraiser for the Fall

Waterbury Cable Council:

- None

Sunshine Fund: Sue Beatty

- \$142

Other:

OLD BUSINESS:

- Tabled motion for allocation of \$50,000 from Bronson Fund for the Library Information Technology Improvements in the City's FY22 Capital Budget
 - Approval of an Allocation for \$250,000 for total scope of the Project
 - Board of Alderman approval for FY22 part of the plan for \$50,000
 - ❖ Funding Source is the Endowment and the Board of Agents would need to approve this allocation
 - ❖ The plan shows that FY23 thru FY26 allocation to be \$50,000 per year
 - Plan can change along with the Funding Source
 - \$50,000 Allocation in the City's Capital Budget to Capital Improvement of City Municipal Property
 - Improvements to the Information Technology Equipment within the Library
 - Who Authorized the expenditure to come from the Endowment
 - Request was made by library but did not include funding source
 - Board of Alderman approved the FY 22 Capital Budget
 - Does not authorize Finance to setup this project without approval from the Board of Agents
 - How did we get to the point that \$250,000 would come from the Endowment
 - Each year all Departments submit Capital Improvements Requests
 - Capital Budget Review Committee reviews requests from various Departments
 - ❖ Limited Funding Sources for Capital Projects
 - ❖ Review Committee thought that Funding the Libraries Capital Improvement request with the Endowment was the best way to fund the project at the time with plans to eventually come to this board for approval of the project
 - ❖ City typically funded IT Capital Improvements for the Library in the past
 - Why is the Board now be asked to Fund this
 - ✓ Due to the limited Capital Funding sources available
 - Are their any other Funding sources available such as ARPA or something of that nature to fund this
 - ✓ We would have to look to see if anything is available if this board does not approve to fund this thru the endowment and go thru the Board of Alderman for approval
 - What specifically is going to be purchased/acquired with these funds
 - Public & Staff PC's as part of the annual goal of replacing 20% each year
 - ❖ Roughly \$21,000 for PC's & \$5,000 for the Monitors

- ❖ Switches & Routers to the Servers \$13,000
- ❖ \$6,000 for Network Infra-structure
- ❖ E-Rate Funding
 - October – December bids process for projects
 - ✓ Funding needs to be in place to get E-Rate Funding
- ❖ Printers approximately \$8,000
 - Can we utilize the State copiers instead of Printers
- ❖ \$10,000 for network wiring projects
- Concerns regarding routine expenditures now being asked that the endowment pay for these expenditures that were previously paid by the City
- The Board would need to go over other expenditures where the money has not yet been moved over for use
- Report on where Funds are on Previously approved Projects
 - Report was reviewed with the BOA
 - ❖ Funds were approved but never moved
 - Basement Archive Storage \$21,000
 - Teen Zone Wall \$30,000
 - Auditorium Renovation \$5,000
 - Relocation of Data Cabinet \$4,800
 - Library Exterior \$31,000
 - ❖ Funds were not transferred due to the Pandemic
- Process for Funds after they are approved
 - Once Approved by the Board we can setup a Funding Source in the City's as list System
 - ❖ Tracking for each of the approved projects
 - ❖ City may have incurred any expenditures on these projects
 - No Expenditures as the projects have not yet been started
- Duplicity of Data Cabinet Project
 - IT was unaware that the funding was approved and did not apply for E-Rate
 - Since then the costs have increased which is why we are now asking for \$6,000
 - We cannot apply for E-Rate funding until we show that our portion is funded on a crystal report
 - Concerning that we approved funding 2 years ago and now we have a cost increases
- Cyclical replacement of Computers in the past
 - 2001 with a large Federal Grant the Board funded a portion of the computers and some of the initial wiring along with in 2008/2009 where we had a grant and needed matching funds; the board supplied some of that funding
 - Since then we have done the 20% cyclical replacement yearly of computers
 - ❖ This has been previously funded by the City thru various Funding Sources
- In the past it seems we were matching a grant and in this request now we are just being asked to fund the cyclical replacement of computers over the next 5 years
 - Its one year at a time for the board to approve
 - If the endowment hadn't performed as well as it did we would be having a different discussion
 - Their was a chance that without the use of the endowment their would not been an allocation in the budget for the IT Capital Improvements
- What happens after the 5 years will we be asked to fund even more funding and once we cross this bridge and approve this we could be asked for more
- This is a market driven account and what if the market has a decline can we recall the approval of these funds since a lot of the money in the endowment has restrictions
 - With the 20% cyclical replacement for the computers if we have to miss a year due to market value changes we can try and make them up in future years when the market gets better
- Can we use ARPA Money
 - Funds need to be committed by 2024 and fully spent by 2026
 - Submit a request for consideration of use of the ARPA money to the Administration
 - ❖ Treat in the form as a Grant request
 - Identify the Benefits and how this would be beneficial in the interest of the Library and its initiatives
 - Submit request thru the Library Board

- No Deadline however it would be best if it was completed within the next 6 months
 - The requests will be presented to the Board of Alderman for approval
 - We can identify a number of projects in our request
 - If we approve this we could be maxing out our 4% use of the endowment when combined with the \$65-67,000 budget we approve each year for the Libraries use
 - Can we approve portions of this and not the entire \$50,000 at once
 - The board can approve any amount or portion of the project they would like
 - Incorporate all our Capital Projects in the your request for Capital Funding
 - Board is considering leveraging the \$6,000 combined with the E-Rate Funding for the relocation of the Data Cabinet
 - Board is requesting a quote before final approval
 - Board is concerned with the Cyclical replacement of Computers and Printers
 - Board is considering the \$10,000 one time expenditure for the wiring project
- *On a motion by Secretary Geary, duly seconded by Agent Cummings to schedule an Emergency Meeting on Tuesday May 3rd at 7pm to review quotes for Project Funding.*

NEW BUSINESS:

- Previously Approved Projects
 - *On a motion by Agent Cummings, duly seconded by Secretary Geary to rescind funding already approved for special projects until we get new price quotes a list of those projects is below*
 - Basement Archive Storage \$21,000
 - Teen Zone Wall \$30,000
 - Auditorium Renovation \$5,000
 - Relocation of Data Cabinet \$4,800
 - Library Exterior \$31,000

ADJOURNMENT: MMSP

On a motion by Secretary Geary, duly seconded by Agent Cummings the Library Board of Agents adjourned at 7:28 pm.

NEXT MEETING: May 17, 2022 at 6:00 pm

Respectfully submitted:

Lisa Bartkus for Jim Geary, Secretary