



Board Meeting
Russell Library Hubbard Room
Tuesday, January 15, 2019

Present: Trustees Becker, Berlind, Duggan, Hadley, Murdock, Nelson, Wisneski, and Zawisky; Library Director Burkey; Staff Member Ann Smith

Excused: Trustees Norwood, Russell

1. **Call to Order:** Acting President Wisneski called the meeting to order at 6:34 p.m.
2. **Public Session/Comment:** There were no comments from members of the public.
3. **Presentation by Tom Hennick:** Tom Hennick, President of the CT Freedom of Information Commission, gave a presentation on the importance of the CT FOI Act in performing the work of a library board. The purpose of the act, proposed by Governor Ella Grasso in the 1970's, was to make government proceedings open and accessible. All board and committee meetings must be noticed, open to the public, and reported in minutes. Mr. Hennick outlined the types of meetings boards can hold, how an agenda can be modified, and how executive session works.
4. **Approval of Minutes:** (a) It was moved (Trustee Becker) and seconded (Trustee Zawisky) to approve the regular trustee meeting minutes of December 16, 2018. The motion passed unanimously. (b) It was moved (Trustee Becker) and seconded (Trustee Duggan) to add agenda item 4b, approval of the minutes of the January 12 Board Retreat. The motion passed unanimously. It was moved (Trustee Duggan) and seconded (Trustee Becker) to approve the minutes of the January 12 Board Retreat. The motion passed unanimously.
5. **Administration Report – Ramona Burkey, Library Director**
Programs and Services
 - We will be debuting our new online events calendar, LibCal, this spring.
 - Our new website will also go live this spring.**Personnel**
 - The Manager of Borrowing and Discovery (circulation and cataloging) position (formerly occupied by the now-retired Paula Soares), will be posted imminently. We hope to have a new person in place in April. In the meantime, Karen Carey and Linda Widlansky are doing an excellent job keeping the department running.
 - Scarf/hat/mitten drive: Our staff, Board, Friends and patrons collected a record 240 warm items for our neighbors in need!
 - We are moving towards standardized, centralized scheduling of staff, a first for Russell Library. This will make it easier to staff our public service desks and to cover service points when a staff member is sick, not to mention the fact that we will know which staff are scheduled to be at work at any given time (important for safety and security). Each public service staff member will typically work one

regular night per week until closing time, and one out of four Saturdays. Many thanks to Brandie Doyle and Mary Dattilo, who are doing the detailed work of putting the schedule together, rolling it out to staff, answering many questions about it, and making it work. In addition to standardized scheduling, we will continue to cross-train staff to be able to cover as many service areas as is practical, given our diverse skill sets and talents.

Facilities

- The LED lighting upgrade, funded by the City of Middletown, will be completed by the end of February.
- We anticipate that our Managed Wireless upgrade will be complete by the end of February.
- We will be working with Apex Technology group in the coming weeks and months as they perform a comprehensive technology review of the Library. They will examine our network, security systems/door access, hardware, software, telephony, backup and disaster recovery strategies. Deliverables include the following:
 - Written summary of current network and technology/network challenges
 - Diagram of the existing network
 - List of prioritized upgrade projects with budgetary estimates
- The Hubbard Room has new, easily-to-clean, light, foldable chairs with handy hanging racks. We were able to donate our old chairs to Habitat for Humanity.
- Our wonderful Facilities staff, particularly Andres Ortiz along with Shane Grant, have painted both of our meeting rooms in bright, cheerful, and welcoming colors. Please take a look when you get a chance.

Financial

- The Fiscal Year 2020 operating budget request is due to the City by February 15. The Finance Committee will review my recommended budget on Thursday, January 17. Major drivers include the following:
 - A substantial request for routine computer upgrades/replacements. The Library owns and maintains approximately 120 computers, plus associated peripherals such as printers, barcode scanners, etc. You'll recall that there has not been any Capital Non-Recurring (CNR) funding for library computer equipment for the last five years. A 6-year replacement schedule for computers alone means a minimum of \$16,000 per year, just for "bare bones" machines. The recommended computer replacement schedule, by the way, is 3-5 years. We also have many machines that cannot be upgraded to Windows 10, and must absolutely be replaced before Microsoft ceases support of Windows 7 in January 2020.
 - Shifting of some materials (book) budget money from non-circulating reference materials to circulating physical/digital materials. I'm happy to report that our circulation of materials is up 9% fiscal-year-to-date.
- The Finance Committee will also begin reviewing the Fiscal Year 2020 Company budget at their January 17 meeting.
- The Fiscal Year 2017-2018 audit is complete; the auditors will present to the Finance Committee at an upcoming Committee meeting.
- We are working towards pursuing staff-led development activities such as online book sales and an annual appeal.

Policies and Planning

- Brandie will be writing an LSTA Planning Grant application, to potentially cover the cost of hiring a consultant to run Community Conversations/focus groups. The deadline for the next round of grants is February 25; there are new grants available every two months.
- I have been included as a member of the committee that will review proposals for the City's Plan of Conservation and Development (POCD). This is an exciting opportunity for the Library to be a part of shaping the future of Middletown.
- I want to thank Joy Collins, Executive Assistant, and Jennifer Hadley, of our Board, for all of the assistance and generosity in planning the January 12 Board Retreat. Many details, and much work, go into planning an event like this. We are lucky to have staff and board members who are so talented and hard-working!

Community Engagement/Meetings

- I attended the following (does not include internal/staff meetings):
 - CT Library Association Board
 - Chamber of Commerce Central Business Bureau
 - Chamber of Commerce breakfast
 - Russell's Veterans Writing Group
 - Books and Brews Book Group at Stubborn Beauty Brewing
 - LION Board meeting
 - Visit with Maureen Regan (Career Center donor)
 - Strategic Planning Committee
 - Common Council – Questions to Directors
 - City Department Heads

Friends of the Library

- The December Friends book sale raised \$1,441.75, an increase of nearly 59% over their December 2017 sale!

6. Old Business:

There was no Old Business.

7. New Business:

- Officer election: due to the need to fill 3 board vacancies, no action was taken on election of officers; the need to find board members of the minority political party was discussed.
- Approve nomination of officers: this proposed motion was tabled.
- Approve new financial authorizations: It was moved (Trustee Nelson) and seconded (Trustee Berlind) to approve Assistant Director Mary Dattilo and Acting President Eamonn Wisneski for financial authorizations for Liberty Bank and Essex Financial Services and to remove the name of Geen Thazhampallath from those authorized for Liberty Bank and Essex Financial Services. The motion passed unanimously.

8. Other Business: There was no other business.

9. Committee Reports and Recommendations:

- Finance & Audit Committee Report: Trustee Becker reported that with 50% of the year gone by, income in the Company budget is a bit behind, which is normal; in the city budget expenses are a bit ahead. The endowment is down \$60,000 and stands at a total of \$1,160,124 due to a drop in the stock market.

- b. Policy Committee Report: Trustee Wisneski, Chair, reported that there will a meeting scheduled for the week of January 28 to work on goals and revision of the by-laws in line with discussion at the January 12 retreat.
 - c. Facility Committee Report: There was nothing new to report.
 - d. Human Resources Committee Report: Trustee Zawisky, Chair, reported that the committee is working on establishing goals for Library Director Burkey's evaluation.
 - e. Nominating Committee Report: This committee's work was discussed in agenda item 7.
 - f. Strategic Plan: Trustee Wisneski, co-chair of the strategic planning committee, reported that a timeline has been set up and that they are working with both Aspen and ALA guides. Assistant Director for Administrative Services Doyle will be writing an LSTA Planning Grant application, to potentially cover the cost of hiring a consultant to run Community Conversations/focus groups.
- 10. Adjournment:** It was moved (Trustee Berlind) and seconded (Trustee Nelson) to adjourn the meeting at 8:25 p.m. The motion passed unanimously.

Next regular board meeting : Tuesday, February 12, 2019 6:30 p.m. (scheduled for the second Tuesday of the month due to school vacation)

Respectfully submitted,

Wendy Berlind

Wendy Berlind, Secretary