

Babcock Library Board of Trustees
Minutes of December 6, 2011 Special Board Meeting

This Special Meeting was called to make up for the November 23, 2011 regular meeting cancelled due to lack of a quorum. In attendance: Board members Charlene Armitage, Helen Chapman, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, and Library Director Ginny Moses. Chairperson Gerald Nagy called the meeting to order at 7:00 PM. Charlene Armitage was welcomed as the newly elected board member.

Election of Officers:

The following members were elected unanimously for a two-year term.

Chairperson: Gerald Nagy. Suzanne moved and Catherine seconded the motion.

Vice Chairperson: Suzanne Smith. Catherine moved and Barbara seconded.

Treasurer: Catherine Sampson. Helen moved and Suzanne seconded.

Secretary: Helen Chapman. Barbara moved and Cathy seconded.

Secretary's Report:

Suzanne moved and Cathy seconded a motion to accept the minutes of the October 26, 2011 Board of Trustees meeting with date change corrected. Motion passed.

Treasurer's Report:

Gerry presented the monthly Treasurer's report for October 2011. Suzanne moved and Catherine seconded a motion to accept. Motion passed. Gerry also presented a report on the second phase of our All About Ashford project. It was decided to keep the balance of Peter Rimkus's gift in the Rockville Bank reserve account for a few months until the project is finished, then transfer whatever is left to the regular checking account.

Gerry attended a Board of Finance meeting in which the auditors discussed a change in accounting procedures which affects how our special fund is reported in the town budget. This is strictly a procedural change and has nothing to do with how the library is managed.

We have learned that our budget submission for FY2013 will be due in the Board of Selectman's office by January 13, 2012. Suzanne moved, Cathy seconded, motion passed to submit a request which will cover a 3% raise for our staff (the same as town employees), and \$1,100 for our Workers' Compensation and Directors' insurance policies. Gerry will file our budget request with Cheryl Bowen and have her sign and date it.

We need to check out if Ginny is covered under the Director's insurance, and also if the rest of the staff is covered by the general library coverage.

Correspondence

We received a thank you note from Eugenie for the scarf and party on her last day on the board.

Library Director's Report:

- **Program Attendance:** 10 seniors at Pompey Hollow visit on Dec 2; 6 for Teen Book Club; 8 for Mystery Book Club; 3 for Tuesday Book Club; 4-7 for Stitch & Chat.
- **Children's Program Attendance:** 8-9 children for Tot Time in Nov; 5 for Pre-Teen Book Club; 2c, 1 adult for Saturday matinee (Matilda), Pre-school Outreach Program: 37 children Nov-Dec. 6
- **Computers:** Savage Systems recommends the following: 1) that we purchase three 10 hour blocks of time @\$60 to save on the regular price of \$70/ hour, payable quarterly with unused time carried over to the next year; 2) replace Athena system with Destiny software; training, migration, first year support would cost \$2300, thereafter annual maintenance would be \$550 to Follett; 3) go one more year with present computers, then start upgrading staff computers.
- Discussion about possibly raising the charge for copying, printing and faxing: vote deferred to next regular meeting.
- Library Board column in the Ashford Citizen. Board expressed interest in periodically having our own column in the Ashford Citizen to supplement Ginny's column. Suggested themes include "welcome to All About Ashford," "thanks to families who have donated to the library," and "why Summer Reading Program is important." We could take turns writing the column (Cathy volunteered to write about SRP). Drafts would be reviewed by the Board before going to the Citizen.
- **All About Ashford:** More pamphlets and business cards have been received. Ginny will put requests in the Ashford Activator and Ashford Citizen for businesses to send in their business cards. The All About Ashford sign has been mounted and looks good. Pam is continuing to work on the binders of information and photos. A commemorative plaque honoring the Rimkus family as been installed on the wall.
- Furniture: The memorial bookcase located in the back corner of the library has been installed along with the commemorative plaque honoring Sheila Siegal. The book shelves will be revamped to allow the entire front section to be used for discussion clubs and new book display.
- A donation of 19 boxes of gardening books was received, to be displayed in one section in honor of Margaret Pinkham. The donation was turned down in adherence with the Board's policy on "Donation of Materials."

Old Business:

The Board agreed to table our review of the Library Director's evaluation questionnaire. We will go over the policy revisions for Public Computer and Internet Use and Behavior in the Library on December 27. The latest drafts have been reviewed and cleared by our Pro Bono attorney, George Nichols.

New Business:

Meeting Schedule for 2012: We will continue our traditional schedule of 7:00 pm on the fourth Tuesday except for October (fourth Wednesday) and December (meet on the 19th at 1:00pm). Suzanne moved, Barbara seconded. Motion approved. Gerry will submit this to the Town Clerk. Goal Setting: The board agreed that it is time to develop new goals, since the old goals of 2007-09 are outdated and stale. Our thought was to devote a special meeting to this purpose on an afternoon in January or February, using the "Potential Library Services Response" list developed

by the CT Library Consortium (CLC) as a starting point. We can ask CLC to provide a discussion facilitator as in 2007.

Persons to be Heard:

There were no persons to be heard.

Update from the Friends

Approximately \$1500 was made on Baubles, Curtain Cutups, Roof jewelry sales on weekends of Nov 26,27 and Dec. 2,3. The Friends are asking for our help in finding a storage place for the book sale books.

Items for Next Meeting on Tuesday December 27

- Discuss and vote on revisions to Computer and Internet Use and Behavior in the Library policies.
- Discuss and vote on raising patron charges for copying, faxing and printing.
- Discuss how to facilitate long and short range goal-setting.
- Discuss and vote on Savage Systems recommendations.

Suzanne moved and Barbara seconded adjournment at 8:45PM. Motion passed.

Respectfully submitted,

Helen Chapman,
Board Secretary