



**Babcock Library Board of Trustees  
Minutes of Regular Meeting of  
March 22, 2016**

In Attendance: Board Members Helen Chapman, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, and Library Director Shadd Jamison. Absent: Board Member Ann Lojzim and Friends President Beth Fitzroy.

**Call to Order:** The meeting was called to order at 2:04 p.m.

**Secretary's Report:** Suzanne moved and Catherine seconded a motion to approve the minutes of the February 23, 2016 Regular Meeting. The motion passed. Suzanne moved and Helen seconded a motion to approve the minutes of the March 18, 2016 Special Meeting. The motion passed.

**Treasurer's Report:** Gerry presented a Treasurer's Report through February 2016 for which the February checking account statement was unreconciled because the February bank statement was not available. Barbara moved and Suzanne seconded a motion to accept the unreconciled Treasurer's Report through February 2016. The motion passed. Gerry then stated that we continue to experience unacceptable problems handling the monthly email statements from First Niagara, and he requested Board approval to instruct First Niagara to go back to mailing paper monthly statements to us. Barbara moved and Suzanne seconded a motion to authorize that action. The motion passed. Gerry then instructed Shadd that from now on his only duty in the reconciliation process would be to open the mail, carry the monthly bank statement across the library and put it into the Treasurer's mail slot.

**Correspondence:** The Association of Connecticut Library Boards is asking the Babcock to renew its membership. Catherine moved and Suzanne seconded a motion to pay \$100 for "Institutional" membership. The motion passed.

**Library Director's Report:**

**Book Clubs:** 5 for 3/4 Here and There Book Club; 7 for 3/15 Mystery Book Club; 3 for 2/13 Pre-Teen Discussion.

**Senior Housing Visit:** 5 people checked out items on 3/24

**Folk Dancing Lessons:** 4-8 people on Wednesday nights

**Teaching Technologies:** 1-2 people per session on Tuesdays and Wednesdays

**Irish Festival:** 44 people on 3/11

**Pysanky:** 21 people on 3/2

**Family Fun Film Series:** 4 people on 3/12

**Pilcrow Grant Book Party:** 4 people on 3/19

Upcoming activities feature Why True Stories Matter on 4/8; Calligraphy Class on 4/27; Trash to Treasure on 4/23 and Northeast CT Community Orchestra Concert on 6/3 as well as the book clubs and film series.

**Staffing:** Raj Kamat was promoted to Children's Library Assistant LAII and Josh Piggot was hired to take her place as LAI. Stephanie Cszasz resigned effective 3/31.

**Notes of Interest:** Shadd was selected again to judge IPNE awards. Facebook has 148 likes. Several new magazines have been added and are proving to be popular with patrons.

### **Old Business: Long-Range Planning**

The Board examined an "options paper" which Shadd presented to demonstrate how the Babcock could add extra hours on Monday and Tuesday, either with or without extra staff. Given Stephanie's unexpected resignation the Board decided to table further action on expanding hours or adding staff until Shadd has an opportunity to hire a replacement and work the new person into the schedule.

### **New Business: Library Director Job Performance Review (Executive Session)**

At 3:20pm Helen moved and Catherine seconded a motion to move into Executive Session to include Library Director Shadd Jamison for the purpose of presenting the Board's March 18, 2016 performance review of the Library Director. The motion passed. At 3:49pm Suzanne moved and Helen seconded a motion to move out of Executive Session. The motion passed. No other motions were made or votes taken in Executive Session. No actions were necessary in Regular Session.

### **New Business: Proposed Policy Regarding Food at Public Computers**

The Board tabled discussion of a staff-drafted policy to give staff another month to work on it.

**Persons to be Heard:** None

**Update from the Friends:** Museum passes have been purchased. Upcoming events include refreshments for Library Week 4/11-4-15; Wine Tasting on 9/10; and Book Sale on 10/12-16.

**Items for next meeting on March 22, 2016:** Continued discussion of library hours and a new policy regarding food at public computers.

**Adjournment:** Helen moved and Barbara seconded that we adjourn at 3:50pm.

Respectfully submitted,

Gerald Nagy, Board Chairman for Ann Lojzim, Board Secretary