

Special Meeting of
Babcock Library Board of Trustees
At 121 Mansfield Road, Ashford, CT
April 26, 2016

In Attendance: Helen Chapman, Gerald Nagy, Ann Lojzim, Catherine Sampson, Suzanne Smith, Barbara Zulick, Library Director Shadd Jamison, Friends' President Beth Fitzroy and Dawn LaValle from the CT State Library.

Call to Order: The special meeting was called to order at 2:03pm. This was reclassified as a special meeting because the location had to be changed due to primary voting in Knowlton Hall.

Treasurer's Report: A motion to approve the treasurer's report was made by Suzanne and seconded by Catherine. The motion passed. Discussion was made regarding issues created when Shadd made two extra payments to the library's First Niagara credit card. The resulting confusion created at least 14 hours of extra work for four people. Our goal is to understand what happened and to develop policies to make sure that it will not happen again. To that end a decision was made that Shadd would arrange for payment of the credit card on the 23rd or 24th of the month, and that he would defer using the card to make major purchases from Amazon and Baker & Taylor until after the payment is made. The primary usage of the card will be to buy books and C.D.s. from those vendors.

Correspondence: There was no correspondence.

Library Director's Report: The Director presented the Board with a list of monthly activities including:

Book Clubs: Mystery Book Club 10 for 4/19; Teen Book Club 7 on 3/30 and 5 on 4/13; Breakfast and Books 3 on 4/16.

Book Character Hunt: 35 participants

Senior Housing Visit: 4 people checked out items on 4/1

Why True Stories Matter: 15 people on 4/8

Trash to Treasure: 2 people on 4/23

Folk Dancing Lessons: 4-8 people per session on Wednesday nights

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

Knitters: 6-10 people on Wednesday afternoon

Trustees had many questions about plans for upcoming events such as Zentangle, Zok's Winemaking Class, and Build Your Own Garden. The Board realized that the confusion and questions were caused by the lack of Event Planning Checklists for these programs. Shadd was therefore instructed to make sure that an event sheet is prepared for all events at the library so that the Board will be informed.

The website has had 159 likes in ten months. Interviews for the open Library Assistant I position will begin around May 2. Bibliomation is scheduled to be up and running the week of 9/22/16. We have been informed that it will not be necessary to affix new bar codes on every item in the library.

Old Business: Library hours. A motion was made by Catharine to table the discussion of library hours until next month. Helen and Suzanne seconded and the motion passed.

New Business: Shadd presented a policy developed by staff that would allow food and drink at the public computers, but with restrictions. Catherine made a motion to accept the policy and Ann seconded. The motion failed by a vote of 1 in favor, five opposed. Helen will help Shadd develop a new policy which prohibits food and drink at the public computers.

Persons to be Heard: Dawn LaValle, Director of the Division of Library Development at the CT State Library was invited to the meeting by Shadd without the knowledge of the Board. She stated that the Babcock Library will lose its state grants unless we adopt a strategic plan and comply with standards being developed by the State Library. She also stated that the “expectations” we set for Shadd are illegal.

Update from the Friends: Beth stated that the friends are working on the wine tasting, budget guidelines and have approved money for the summer reading program

Items for Next Meeting: Policy on Computers, Strategic Planning and Library Hours.

Adjournment: Barbara moved and Catherine seconded that we adjourn at 3:15.

Respectfully submitted,

Ann Lojzim, Board Secretary