

**Regular Meeting of  
Babcock Library Board of Trustees  
At the Babcock Library  
25 Pompey Hollow Road, Ashford, CT  
2:00 p.m. on Tuesday, November 22, 2016**

**In Attendance:** Trustees: Helen Chapman, Gerry Nagy, Ann Lojzim, Suzanne Smith, Barbara Zulick, Friends Liaison Beth Fitzroy, Interim Director Terry Decker, and guest Charles Funk representing the Ashford Business Association. Absent: Catharine Sampson

**Call to Order:** The meeting was called to order at 2:00pm.

**Secretary's Report:** Suzanne made a motion to accept and Barbara seconded the October 25, 2016 regular meeting minutes. The motion carried.

**Treasurer's Report:** Barbara made the motion and Suzanne seconded to accept the October monthly activity report. The motion carried.

**Correspondence:** None

**Interim Director's Report:**

**Monthly Activities/Programs:**

Book Clubs: 4 for 11/4 Here and There Book Club, meeting date changed to 11/29 for Mystery Book Club, Lance and Laser Book Club date changed to 11/30 due to holiday. 10 for Breakfast and Books (pre-teen) on 11/19

Tot-Time: 15 on 11/1 (9 children, 6 adults), 8 on 11/15 (4 children, 4 adults), 8 on 11/22 (4 children, 4 adults)

The Reluctant Dragon (puppet show) on 11/16: 32 (21 children, 11 adults)

Senior Housing Visit on 11/4 – 12 seniors outreached to, 3 items checked out

Home delivery on 11/4 – 1

No adult program for November

Stitch and Chat averaged 6 in attendance weekly for 4 weeks.

**Upcoming Activities:**

Make Your Own Gingerbread House 12/14

Tot-Time – last one with Raj scheduled for 12/6

Senior Housing Visit 12/2

Here and There Book Club (Heart in the Right Place) 12/2, Mystery Book Club (Heartsick) 12/20, Lance and Laser Book Club (Lord of the rings) an informal discussion for those who have read and loved this series) 12/14, Stitch and Chat every Wednesday, Northeast Community Orchestra Concert 12/9

**Website Update**

Raj could not find a phone contact for Wordpress. Although this problem has apparently occurred before, she could not locate advice that worked in our situation. Nevertheless she has been keeping

program information updated, and made all important information accessible to the patrons. Go Fund Me has been removed. Further work on the website is for the new director to address.

### **Staffing Update:**

Raj's resignation effective December 7 leaves minimal coverage with remaining staff. Our working subcommittee will help Terry develop an ad for immediate placement on the CLC website. Starting in December, Jan and Gene will alternate Saturdays until additional staff is hired. Our page, Marcella will go back to her original scheduled hours on Friday. Gerry has agreed to help Terry with a delicate disciplinary matter. No staff meeting is scheduled for December.

### **Bibliomation Update:**

Fortunately there have been few patron problems and each has been resolved on an individual basis. New book barcodes purchased prior to Bibliomation are 13 digits and do not always scan correctly. When this occurs the barcode is replaced with a correct 14 digit code. We have made the second purchase payment.

**Director's Notes:** statistics from 10/24-11/19 – 592 patron walk-ins (down from 646 last month due to being closed 2 days and a missed storytime), and 122 computer patrons (120 last month). A staff meeting was held on 11/2. Terry attended a Bibliomation statistical training on 11/3 and a Bibliomation Circulation Meeting on 11/15. Terry submitted the state annual report, required even though the state grant has been discontinued. Savage Systems fixed three computers and replaced battery backup—they will charge the Wi-Fi time to 24 hours. Terry updated the phone message to include November closings. The town is getting a new phone system and we anticipate getting additional phones for the children's librarian's desk and the programming desk. Facebook is being updated on a more regular basis. The concert has been included. Moved new DVD's to original location with the regular DVD collection. Moving or relocating DVD's is a future decision for the new director.

**Continued Library Assessment:** DVD circulation is being evaluated. The YA book collection needs to be weeded and the new YA books now shelved with new adult fiction should be relocated back to the YA section. Displays for the case by the elevator are needed. A write up in the January Citizen may help. A monitor for the lobby camera is needed. The glass doors on the library notice board in the lobby do not work.

A motion was made by Barbara and seconded by Suzanne that Gerry will submit a letter to the Board of Selectmen for replacing or repair to have a working security camera and glass doors on the library notice board in the lobby to be fixed or replaced. The motion carried.

### **Old Business:**

The Friends will provide food for the reception to welcome Brett Freiburger and thank Terry Decker for her interim service. The "From the Director's Desk" column in the January Citizen will feature paragraphs from both Brett and Terry.

**New Business: Policy Reviews**

Suzanne made the motion and Helen seconded that Section IX Paid Holidays of the Personnel Manual be changed to "the library will close the Friday After Thanksgiving.....to include Saturday as well. The motion carried. Employee Dress Code and Circulation policies are deferred to a future month.

**Persons to be Heard**

Charles Funk of the Ashford Business Association presented an ABA proposal that the Library hold an event which features a children's book author in conjunction with ABA's Home Show scheduled for next March. The ABA feels that such an event would benefit both the Library and the Home Show. The ABA would be willing to cover 50% of the cost of bringing in an author and would also advertise the Home Show and the library event in their mailings. The Board expressed great enthusiasm for this proposal. Gerry volunteered to work with Chuck and his wife Rachael to develop the idea further.

**Update From the Friends:**

The Friends have donated a Mark Twain pass to the library

**Items for Next Meeting on December 27, 2016:**

Act on policy recommendations for employee dress code and circulation, the welcoming party for our new Director, an update on the AB A proposal and an update on the LAll posting for the children's librarian.

**Adjournment:** A motion was made by Suzanne and seconded by Barbara to adjourn at 4:03.

Respectfully submitted,

Ann Lojzim, Recording Secretary