

**Regular Meeting of
Babcock Board of Trustees
At the Babcock Library
25 Pompey Hollow Road, Ashford, CT.
2:00 p.m. on Tuesday, December 27, 2016**

In Attendance: Trustees: Helen Chapman, Gerry Nagy, Ann Lojzim, Catherine Sampson, Suzanne Smith, Barbara Zulick, Friends Liaison Beth Fitzroy, and Interim Director Terry Decker.

Call to Order: The meeting was called to order at 2:02pm.

Secretary's Report: Barbara made a motion to accept the minutes of our November meeting. Helen seconded. Catherine abstained. The motion carried.

Treasurer's Report: Suzanne made a motion to accept the Treasurer's activity report through December 27. Catherine seconded. The motion carried.

Correspondence: None

Interim Director's Report

Monthly Activities/Programs:

Book Clubs: 4 for 12/2 Here and There Book Club, 5 on 11/29 and 6 on 12/20 for Mystery Book Club, 1 on 11/30 and 0 on 12/14 for Lance and Laser Book Club

Tot-Time 8 on 11/20, 6 on 12/6, 4 on 12/20.

Make a Gingerbread House on 12/14 - 21 children, 10 adults

Senior Housing Visit 10 seniors outreached to, 4 items checked out

Home Delivery on 12/13 – 1

Holiday Concert on 12/9 – 69

Stitch and Chat averaged 6-7 in attendance weekly

Upcoming Activities:

Winter Craft Buffet (children) 1/17 at 4 p.m.

Breakfast and Books (pre-teen) None scheduled- 7 copies of Bad Unicorn are here

Here and There Book Club – none for January, next one 2/3 at 2 p.m.

Mystery Book Club: The City and the City 1/17 at 2 pm.

Backyard Birds 1/20 at 7 p.m.

Stitch and Chat every Wednesday at 1 p.m.

Website Update:

Where possible, Josh has made changes to keep the information current. The January calendar has been updated.

Staffing Update:

Josh will be covering most of Kelsey Casey's hours due to her resignation. These extra hours are temporary. Jan will be available on an as needed basis. Marcella, our page, has expressed an interest in the LAI position. Terry suggests Marcella be evaluated as a possible Page/LAI, provided that she can make sufficient hours for the library in her class schedule Catherine made the motion and Barbara seconded that Marcella be made an LAI on an interim basis, effective December 27, 2016, until the new director evaluates the staffing situation. The motion carried. Staff performance with opening and closing procedures has improved.

Director's Notes

Statistics from 11/21- 12/24 (4 weeks) 495 (last month 592) walk-ins, 88 (122 last month) computer use. The Board agreed to let a patron to use the DVD player to help tutor a special needs student. New phones are in place, but not connected. The amount of petty cash and its handling was discussed. No more than \$50.00 should be kept in the box and records should be kept. Outreach to the home bound needs to be researched with the town's Human Services Department. The C-Car delivery box is broken and needs to be a priority. The flag pole holder is broken again. The new YA material does not belong with the new adult section and YA books need to be weeded. Terry strongly recommends that the pre-teen and teen book club be reinstated as soon as possible. Facebook is being updated on a more regular basis and January library information will be added. DVD choices will be addressed in a questionnaire to the public. A subcommittee is working on this. Weeding of the DVD collection is about one third done. One of the Friends will do a snowman exhibit in the display case. A write-up seeking private displays/collections in the February Citizen may bring in new displays. The sliding glass doors in the downstairs foyer display case are now working. The Board decided to pursue purchasing a security monitor and camera (if necessary) without approaching the town.

Old Business:

The Board devised a two-tier list of projects for the new Director:

Tier I – Priority Projects

- Staffing – fill the LAII Children's Librarian position and evaluate all LAII positions
- Reinstate Tot-Time and a possible Baby and Me program
- Reinstate Pre-teen and Teen book clubs
- Reinstate monthly Friday programs

Tier II – Supplemental Tasks

- Provide E-Books (through Overdrive?)
- Upgrade DVD Collections
- Move and upgrade YA Section
- Replace C-Car drop box
- Continue to develop a special Children's program with Ashford Business Association (ABA)

Update on ABA Proposal – Chuck and Rachel Funk have identified three children's authors suitable for a program in late March and will approach them to see who is available.

New Business:

FY17 budget proposal for Board of Selectmen – Catherine made a motion and Suzanne seconded that an increase of \$1,000 be added to the budget request for a total of \$185,00 to be presented to the town. The motion carried.

With regard to policy recommendations it was noted that the policy on holiday closings was reviewed and approved at the November meeting. Copies were distributed. Revisions to policies for Circulation and Employee Dress Code policies were tabled until a later time.

Update from the Friends: - none

Items for Next Meeting on January 24, 2017

New Director's Report
ABA Report

Adjournment: A motion was made by Helen and seconded by Suzanne to adjourn at 3:50.

Respectfully submitted,

Ann Lojzim, Recording Secretary