



Board Meeting
Russell Library Hubbard Room
Tuesday, May 21, 2019

Present: Trustees Becker, Berlind, Ford, Fulton, Hadley, Murdock, Nelson, Norwood, Wisneski, and Zawisky; Library Director Burkey; staff members Ann Smith and Deb Barberi

Excused: Trustees Duggan, Russell

1. **Call to Order:** President Wisneski called the meeting to order at 6:32 p.m.
Mission Moment: There was a brief discussion of the sample mission statements that trustees have begun to formulate.
2. **Public Session/Comment:** There were no comments from members of the public.
3. **Approval of Minutes:** It was moved (Trustee Ford) and seconded (Trustee Zawisky) to approve the minutes of the April 16 Board Meeting. The motion passed with Trustees Fulton, Hadley, and Norwood abstaining. It was moved (Trustee Nelson) and seconded (Trustee Becker) to approve the minutes of the April 22 Special Meeting. The motion passed unanimously.
4. **Administration Report** – Ramona Burkey, Library Director

Programs and Services

Personnel

- Jakari Freeman has joined us as a temporary Custodian while Shane Grant is out on paternity leave. Welcome, Jakari!

Facilities and Technology

- We are getting to the point where the roof on the “church” section of the library will need to be replaced soon. Ballpark figure is \$45,000. We are doing some minor repairs on a flat roof part of the “bank” section of the library this spring, due to a leak.
- Apex report

Financial

- The Common Council passed the Fiscal Year 2019-2020 operating budget on Wednesday, May 15. I have not yet received a copy of the adopted budget, but I am hopeful that the Mayor’s recommended budget for the library (he left my requested budget lines untouched) was adopted. *Trustee Norwood reported during the meeting that the library budget had passed with no changes.

Policies and Planning

Community Engagements/Meetings

- I have joined the Urban Libraries Task Force of the Connecticut State Library/Division of Library Development.
- Advisory Council for Library Planning and Development

Friends of the Library

- The Friends earned a total of \$2200 between the April and May book sale, a 32% increase over their total for April and May of 2018. Because of their book sale successes over the last year, they have agreed to increase their funding for library programs by \$1,000 for the July through December 2019 funding period. Many thanks to our hard-working Friends!
- The Friends' Annual Meeting will be held on the evening of Thursday, June 27 in the Hubbard Room. Friends members can look forward to receiving more information about the meeting soon.

5. **Old Business:** President Wisneski noted that the Board is still in need of a candidate for vice-president.

6. **New Business:**

- a. Debra Barberi: Deb Barberi, Director of Digital and Emerging Technology, gave an overview of the work of her department. Walter Rode is the other full-time member of the department, and Gary Brown has been working part-time with them. She explained that their basic task is to select and install hardware and software for staff and public use. The library obtains internet access via the Connecticut Education Network. Her report covered the many technical aspects of wiring, linking, filtering, and updating computers and the network. Her handout enumerated the computers, cameras, phones, printers, and projectors in use and included details about the library's web presence, Integrated Library Service, public access catalog, and event and room scheduling. The main types of software in use were explained; one important goal for the department is to upgrade all PCs to support Windows 10. There is a plan for using money from e-rate to help pay for much needed re-wiring in the building.

7. **Committee Reports and Recommendations:**

- a. Finance & Audit Committee Report: Trustee Becker reported that the Company budget, at 84% of the fiscal year, has received income of 62% due to the delayed interfund transfer of \$34,000 from the endowment; spending is at 71% because many items are paid for late in the year. The city budget is right on track for 84% of the year. The endowment stands at \$1,276,000 but will decrease when the interfund transfer is made. The Finance Committee met on May 16 and discussed the concept of Socially Responsible investing. It was agreed that research needs to be done to form a definition of socially responsible investing and the effect it would have on the investment return. Also discussed was a slight reduction in rent paid by the Connecticut Library consortium for the second floor of the annex; the reduction is due to a decrease in custodial service supplied by the library.
- b. Policy Committee Report: The committee had to cancel a recent meeting due to lack of a quorum but will have bylaw revisions ready for a proposed Company meeting in the fall. The question of appointing Trustee Becker as a City Trustee was raised and deemed appropriate because his term as a Company Trustee ended almost a year ago and he continued serving as acting Trustee because the board was not able to appoint a successor.
- c. Facility Committee Report: Trustee Nelson, Chair, noted that any work, such as wiring, is being done behind the scenes. The roof over the old (church) part of the facility will need repair in the next year or so.
- d. Human Resources Committee Report: Trustee Zawisky, Chair, reported that the committee met last week and will distribute to the board an evaluation form rating Director Burkey's performance. Board members are urged to make comments along with the ratings.
- e. Nominating Committee Report: Trustee Hadley reported that the committee is preparing for next month's Company meeting and will submit names to be voted on as Company members. It was moved (Trustee Norwood) and seconded (Trustee Fulton) to **amend the agenda** to add an item to consider the appointment of a new board member to fill out the remainder of the year. The motion passed unanimously. It was then moved (Trustee Fulton) and seconded

(Trustee Zawisky) that Kellin Atherton be appointed to fill this vacancy for the rest of the year. The motion passed unanimously.

- f. Strategic Plan: Trustee Wisneski reported on the April 22 meeting, led dynamically by Trustee Duggan, during which the Board came up with priorities to help define the mission of Russell Library. There will soon be a survey on a whiteboard in the library lobby and also available on line and on paper for all to fill out. The library department heads are discussing strengths and challenges to help inform the mission of the library.

8. **Adjournment:** It was moved (Trustee Nelson) and seconded (Trustee Ford) to adjourn the meeting at 8:20 p.m. The motion passed unanimously.

Russell Library Company Meeting: Tuesday, June 18, 2019, 6:00 p.m. following a brief social hour

Next regular board meeting: Tuesday, June 18, 2019, following the Russell Company meeting

Respectfully submitted,

Wendy Berlind

Wendy Berlind, Secretary

