

Southington Library and Museum

255 Main Street

Library Board Meeting

July 7, 2003

Meeting called to order by Chairman David DellaVecchia at 7:10PM.

Members in attendance: David DellaVecchia, Edward Pocock, Carol Ladd, Theresa O'Connor, Christopher Palmieri, Heidi Bittner, Sandra Micalizzi, Valerie DePaolo.

Absent: Robert Cusano.

Guests: Doris LaRese, Janet Mellon, Annamae Witkovic.

Secretary Minutes

Public communication: Director Jay Johnston acknowledged the presence of AFSME union president Janet Mellon and visitor Annamae Witkovic.

Secretary minutes: Christopher Palmieri made a motion to accept the June minutes. Ed Pocock seconded. Approved.

Treasurer's report: At the end of the last fiscal year, the budget for utilities has come up short. Director Johnston will ask for an \$1,800.00 appropriation for utilities. Utility costs were higher than expected because of a cold winter and hot summer. The board of finance rejected Johnston's previous request. There is approximately \$1,400.00 left in the Barnes' House and Garden Supply account, which will be brought forward into this fiscal year's budget for painting and flowers at the Barnes. Chris Palmieri made a motion to accept the treasurer's report. Carol Ladd seconded. Approved.

Friends: Doris LaRese pointed out that the Friends have just finished their seventh year. Even though they sold fewer books this past year, they made the same amount of money as the previous year. The average price of a book was \$.66. They will have a ½-price sale in August to sell off a surplus of books. They are working on painting a sign for the town green, announcing the sale. There was a good piece in the Record Journal this morning about the sale. A membership drive will take place each Monday throughout January, at a table set up in the library. There will be a Thank-you Dinner for the thirty-five volunteers on July 21. The two young scholarship winners and their parents were invited to attend. The neon sign is in the process of being designed. Tables for the meeting room, for which the Friends are paying, have been ordered. Mrs. LaRese asked for a wish list from which they can choose their next donation to the library. Johnston mentioned a machine which repairs DVDs and CDs, a book browser for the children's department and board books. The door to the bookstore now has a window, which will be more heat efficient in the winter and be safer while opening. Johnston praised Mrs. LaRese for the great job she is doing.

Director's Report: The plaque for the fountain at the Barnes is almost ready. The fountain is in and will be functioning soon. The new telephone system is underway and should be installed as early as July 15. There was a technical problem with labor problems. The Children's Librarian position matter is going to arbitration July 15. The line item in the budget for Part Time was decreased. The average weekly schedule for personnel on the lending desk will be approximately 24 to 26 hours, per person, even though Johnston had asked for funds to support 29 hours. Energy efficiencies for the library are being worked on.

Committee Reports

Taste of Southington: There are now five restaurants participating and a possibility that three or more will join in. Musicians have been signed on. Valerie DePaolo found a young jazz group, who come highly recommended. Toilet facilities have been ordered. The flier looks good, so far. A map of downtown Southington will be printed on the back. Menues need to be coordinated, with care taken that items are not duplicated. The tent, which was borrowed last year, won't be available so a rental may have to replace it. Card tables must be purchased and placed on a lower level so visitors will not have to

climb a slope as they did last year. Carrying trays for food have been ordered. Palmieri suggested placing stickers on the trays, advertising the library and the museum. He suggested, "For a Taste of Southington History, Visit the Barnes Museum," for one. There is a new company in town, Apple Valley Sanitation LLC, owned by David LaLonde, which will provide free sanitation for the event. A special thanks to the service will be printed in the flier. Board members will hand out the fliers at the event and shouldn't be needed for any other task.

Barnes Museum: Johnston is getting quotes for painting the ceiling which may take place next year. Johnston was not happy with the condition of the exterior paint, which the custodian may redo. The Garden Club planted flowers around the sign and put in lilies along the fence. Carol Ladd was approached with an issue that the Garden Club was planting on Sunday, calling for a custodian to be present, working at a Sunday rate of pay. Johnston said that he didn't think the club was there off- hours. The roof looks bad but doesn't leak, so it will be left alone. Roof guards are being worked on and should cost under \$1,000.00. Heidi Bittner said that the roses don't look as though they are doing very well.

Building and Maintenance: The custodian cleaned all of the windows in the library, which was a big job because all of the mullions had to be taken out and then replaced. The library uses approximately 15 to 20 gallons of paint per year. There are some carpet issues that will be covered by a guaranty by the carpet company. The Indian Rock was moved from the front of the building to the back. White rocks were added to the area. Conifers for ground cover may be added in the future. There was a complaint about the use of people working community service hours at the library and now the library can no longer use community service workers. This may effect the ground maintenance, which is hard to keep up. At the Barnes, there is a problem on Meriden Ave where there is no snow shelf. In the winter, salt from the street kills the grass. That area should be changed to brick or concrete. Johnston has had mullions installed in his office windows, which came from a local carpenter, free of charge. Mullions were previously in the windows but were removed. Johnston can get more for the rest of the library. Carol Ladd asked about making the position of Angelo Mauro, part-time custodian at the Barnes and at the library, full time. Johnston stated that the position was created years ago as part-time, by the Town Council. It will be considered for the next budget year.

Finance

Long Range: Digitization, scanning and the integration of the digital collection into the card catalog is going to require additional software, over the next couple of years. Johnston requested that the board begin to look at it as a capital cost that may need to be added to the budget. Johnston pointed out that the future of all information will reside in electronic transfer. Within the next ten years, Johnston wants to have the library's entire historical collection digitized and available through the electronic information system. Johnston said that ours is one of the first libraries in the state, now able to do that. Over the next four to five years, Johnston will come up with a scalable plan. In the upcoming months, he will show the board some of his ideas. Even though Southington is a lean town, with not a lot of money available for human resources, the reference librarians are doing a great job on their historical collecting.

Personnel and policies: There was discussion about grievances which have been filed lately. Johnston explained that the system of filing a grievance is in place to help a union member who thinks s/he has been wronged. As a grievance is presented to Johnston, he addresses the issue. The item should not be taken up by the board.

Old business: Pocock, DellaVecchia and Johnston met with former library director Audrey Brown and opened a safety deposit box at BankNorth. There were only a few old coins, a miniature purse and papers of little or no value. The deposit box account was closed. Palmieri has delivered the last of the school textbooks, for the Homework Center, to the library. A press release to the high school and to each middle school should be sent out for inclusion in their first newsletter of the school year, telling the students that the text books are available to them. A sign announcing free photo copying for the students should be placed within view of the homework center.

There was no new business.

Ed Pocock made a motion to adjourn the meeting. Carol Ladd seconded it. Approved. Meeting adjourned.

Respectfully submitted,
Harriet Bitar