

## Southington Public Library and Museum

255 Main Street  
Library Board Meeting  
November 1, 2004

Meeting called to order by Chairman Heidi Bittner at 6:42PM.

**Members in attendance:** Heidi Bittner, Sandra Micalizzi, Theresa O'Connor, Susan Reisman, Robert Cusano, Valerie DePaolo, Jeanne Corrigan and Regina McDonald.

**Guests:** There were none.

### Secretary Minutes

**Public Communications:** There was none.

**Library Board Communications:** A thank-you was extended on behalf of the Southington-Cheshire Community YMCA's and the DellaVecchia family for a contribution from the board in memory of Arthur C. DellaVecchia. The publication, Boys and Books compiled by Children's Librarian Cindy Wall and Director Jay Johnston was considered such a good resource that the board suggested it should be distributed to local schools and given to visitors during the third grade tours conducted each year at the library.

**Secretary Minutes:** Under Old Business in the October minutes, it will now read: Bob Cusano brought in the large engraving, "On the March to the Sea", property of the library. The board discussed its restoration needs. They decided to photograph the print and stabilize the back with acid-free backing, mat it with an acid-free mat and replace the glass. They would like to place it in the library. Sandra Micalizzi made a motion to accept the corrected October minutes, Jeanne Corrigan seconded. All voted in favor. Approved.

**Treasurer's Report:** The board reviewed and discussed the tuition reimbursement and the mileage accounts. The board discussed the library automation system, through Innovative Interfaces, Inc., which the library will soon own. Regina McDonald made a motion to approve the treasurer's report. Sandra Micalizzi seconded. All voted in favor. Approved.

**Director's Report:** Director Jay Johnston told the board that the adults' and children's departments needed to spend \$11,500.00 collectively from the Ely fund. A volunteer program was held on October 27 at the Orchards. At a Long Range Planning committee meeting the next five-year plan was begun. Johnston stated the need to create another position within the library for a person who could cover both the children's and the reference desks in a part time capacity, due especially to increased usage in Children's Services. Johnston pointed out that the children's department is doing so well that their programs are filled to capacity and that there are many who try but cannot sign up because the program is filled. The board meetings schedule for the year 2005 was approved in concept. A final list of dates will be sent to board members for final approval. Chairman

Heidi Bittner and Director Johnston attended a beneficial leadership workshop.

**Barnes Museum:** The fountain at the Barnes has been winterized and covered for the winter. The house looked nice for the Halloween holiday. Marie Secondo is doing a good job. There was no pumpkin festival this year, there was so much else going on. Volunteers are needed for the Christmas Open House. The board will be notified of the date, as Secondo is waiting to find out from the Southington Downtown Merchants group what will be the date of their holiday event. Inventory of the paintings is completed. Letters written by Captain Andrew Upson, dated from 1811 through the early 1940's were found and are being transcribed. Various activities have kept visitors going to the museum through October.

**Building & Maintenance:** Skyline Restorations has not begun the roof project at the Barnes as yet, but promised to begin within a couple of weeks. There is a small repair needed on the library roof, which will be fixed soon.

**Finance:** There was none.

**Long Range Plans:** The policy manual is to be taken up at the next committee meeting on November 15.

**Personnel & Policies:** Director Johnston's evaluation from the board was sent to town manager John Weichsel.

**Old Business:** Regina McDonald told the board that she was in contact with the author of the children's book The Dragon Can't. There may be a program featuring the author and illustrator with the disability commission giving prizes for a poster contest.

**New Business:** There was none.

Regina McDonald made a motion to adjourn the meeting. Jeanne Corrigan seconded. The meeting was adjourned at 7:31PM.

Respectfully submitted,  
Harriet Bitar.