

**Southington Public Library and Museum**  
**255 Main Street**  
**Library Board Meeting**  
**November 3, 2003**

Meeting called to order by Chairman David DellaVecchia at 5:20PM.

**Members in attendance:** David DellaVecchia, Robert Cusano, Carol Ladd, Theresa O'Connor, Christopher Palmieri, Heidi Bittner, Sandra Micalizzi and Valorie DePaolo. Charmin DellaVecchia made a motion to go into executive session. Christopher Palmieri seconded. The meeting went into executive session at 5:22PM.

At 7:15PM Theresa O'Connor made a motion to go into regular session, Heidi Bittner seconded. The meeting went back into regular session and proceeded with a vote to appoint the new curator to the Barnes Museum. DellaVecchia announced that the library board had found candidate number two, Marie Secondo qualified for the position. All members in attendance voted in favor of Marie Secondo.

**Public Communications:** There were none.

**Library Board Communications:** There were none.

**Secretary Minutes:** Carol Ladd pointed out that there was a phrasing issue in the September minutes, under the Secretary Minutes section. The minutes read: "The process of transferring income, such as fines, to the finance department was discussed. Ladd thought that it should have been included in Palmieri's motion to place certain assets under the control of the finance department, in the September minutes. Palmieri said that the September minutes read correctly." Ladd read aloud the phrasing with which she would replace the original, which was, "In checking the corrections in the September minutes for a motion which was originally made in June, Carol thought that Palmieri had included the fines and fees in his June motion. But Palmieri said that he did not and that the correction on the September minutes for his motion was as he made it. The board decided to replace only "should have been" with the word "was". Ladd pointed out a correction to the Treasurer's Report section. "There was an invoice resulting from the Taste of Southington..." according to Ladd should have read, "There was a second reminder that there was an invoice resulting from the Taste of Southington..." Within the Personnel and Policies section, Ladd said that it didn't sound right to say, "Johnston believes that the town is correct in its decision but if not, the library has a good person in Carla Sheehan." Board members pointed out that the phrase was written verbatim and suggested adding quotation marks. In the New Business section, Ladd said that where it states that there would be no argument if a volunteer was putting books away, there should be another sentence added. She said it should read that Ladd said that students could work with the pages. The board decided to table approval of the secretary minutes until director Johnston could listen to the tapes of the meeting. Bob Cusano made a motion that the director (should) review the tapes and make any appropriate changes he deems necessary. Christopher Palmieri seconded. Approved.

**Treasurer's Report:** Bob Cusano said Curator salary would be \$39,531.00, to clear up misunderstanding. Chris Palmieri questioned the line items entitled "sign" in the Barnes budget. Johnston explained that it was a carry-over from the last budget and as soon as the new curator is in place, he can have the front door done over as well as plaques, signage and note cards within the building. Palmieri questioned the "special events" line item and pointed out that it was 99.81% spent with a remaining balance of only \$3.84. With plans to

hold more events at the Barnes, Palmieri wondered from where the money would come. Johnston said that some sign funds could be used, the Barnes has some of its own resources, some Library money could be used and that he could go before the board of finance and ask for some. Bob Cusano pointed out that there was \$500.00 in the tuition reimbursement account. Johnston said that there are two employees at the library who are currently using that account, Mark Henne and Joanne Cyr. Johnston believed that Ms. Cyr is  $\frac{3}{4}$  of the way through obtaining her Masters in Fine Arts degree. He stated that Cyr is an accomplished artist with whom Johnston has discussed displaying her art in the gallery at the library. Chris Palmieri made a motion to approve the treasurer's report, Theresa O'Connor seconded. Approved.

**Friends:** Doris LaRese sent her regrets that she could not attend the meeting. She submitted her report to Johnston.

**Director's Report:** Johnston presented a library information system project statement, featuring plans to include all archival and museum objects into a digital format to be formatted as metadata for bibliographic description and integration into the Library/Museum catalog. Resources for the system would come from two distinct collections of photos, journals, artifacts, maps and other items held in two locations, one at the Library and the other at the Barnes Museum. Johnston pointed out that there is an extensive library at the Barnes Museum, which has not been cataloged. The new curator will be organizing the collection so it will be accessible on the World Wide Web. One will then be able to research through thumbnails in categories, which bring a searcher to an actual artifact. Johnston asked if the board agreed to go ahead with the project. They thought it was a good idea as long as Johnston kept them informed with progress and costs. The first arbitration meeting concerning the children's librarian position was held on October 28. Another is scheduled for December 18. The board commented that it was taking a long time. Johnston hoped arbitration would be finished by the next meeting but that the union may file a brief and then the board would write a ruling and that it may not be completed for a while. Salamone & Associates, an independent engineering firm, has written a specification regarding the HVAC system. They recommend that the library repair the unit and not replace it. The detailed plan is forthcoming and will follow with Johnston putting the job out for bid. The job should be performed within approximately one week, in early spring or early fall. Johnston noted that the interviews for the curator position scheduled for October 30 were conducted this evening. Johnston was pleased with the process and said that he was looking forward to an exciting future with the museum. The oil tank at the library has been removed and parking lot oil tank overlay is in process. A problem with pooling of water in the lot was remedied. The area was filled with all non-organic material so that settling during the winter should not be a problem. The whole job was less than \$6,000.00. Johnston asked board members his requested changes to page 53 of the policy manual. Johnston would like it to read, "Southington Public Library and Museum complies with the Children's Internet Protection Act and will enhance software to upgrade as required by law and does monitor and has control over the information accessed through the Internet but cannot be held responsible for its content or quality." Johnston reminded the board that they had made a conscience decision to do this last year. Johnston thanked all who helped with the First Annual Pumpkin Fest and said it was a great success. Many members took part in helping and agreed that it was a wonderful event. They made plans to purchase 150 pumpkins, next

year, to provide to Festivalgoers for on-site decorating as well as to accept their own pumpkins, already decorated. Johnston showed a new addition to the technology plan, on page 13 of Virtual access and resource development for the Technology Plan adopted July 17, 2002. One item was added, which reads, "To digitize and integrate Museum and Library photos, journals, artifacts, maps and other items into the traditional bibliographic catalog as a digital object storage resource. (Presented for adoption November 3, 2003.)" In order for a patron who is searching for an item from a magazine, to find that item, Johnston suggested a change, to the collection management policy statement on page 85. He suggested that it should read, "Periodicals are retained for the current year and the previous whole calendar year. Due to space issues, electronic subscriptions and website access sustain the collection." This idea came from the staff of the reference department.

### **Committee Reports**

**Barnes Museum:** The fountain has been drained and a cover is on order. If it is not enough to preserve it through the winter, a tarp will be added. Johnston has lost confidence in the current vendor for the snow guards on the roof and has contacted two recommended specialists for the roof guards for estimates on the job. Quotes for snow removal are in and a vendor will be chosen. Johnston has contacted several painters to present a schedule for painting the Barnes. A longer warranty than what was received from the last painter will be sought. The board discussed preparation before painting and determined that a person in the business of restoring old buildings should be consulted. Johnston said that he would ask a conservationist to give him a spec. The historic committee in Hartford will be contacted.

**Building & Maintenance:** The closet in the hallway has been painted and new carpeting has been installed in the foyers. Thanks to constant maintenance, the carpeting has remained in good condition. Skyline Restoration has been called about a leak of sorts in the roof at the library. Sand and dirt from an adjoining property needs a silt fence to keep it from sliding down.

**Finance:** A finance board meeting will take place in the near future.

**Long Range Planning:** Johnston will make the corrections to the policy manual and give copies of the manual to the board. When the new councilors to the Town Council are elected, Johnston would like to present them with gold cards, the library's annual report and a planning document so that they will have an idea of what the library is about. The library has acquired all of the houses next door. Johnston has not boarded them up because of the cost of the project but he checks on them regularly. Keeping a lawn mower in one of the houses was discussed. The library must use an electric lawn mower because a gas-run one cannot be housed in the library, for safety reasons. A liability insurance question came up and it was determined that the properties are covered by the town's liability insurance policy. He pointed out that with the referendum for the middle school having passed, the land will be a good source of fill so that when the dirt is removed, it would be a good place for an additional library parking lot. It may be something the library should put into the budget. The board should be developing a budget for the new year at the Finance meeting, since it should be done in December.

**Personnel & Policies:** There were none.

**Old Business:** At the last meeting, Carol Ladd said that she would talk to union president Janet Mellon about the question of students obtaining their hours of community service by doing volunteer work at the library. Ladd reported that Mellon did not have a problem with

the volunteers doing the work of the pages, because the pages are not union members.

**New Business:** Chris Palmieri made a motion to approve all three changes to the policy manual on pages 13, 53 and 85. Bob Cusano seconded. Cusano wished good luck to all candidates running for office, in the following day's election.

Sandra Micalizzi made a motion to adjourn the meeting, Valerie DePaolo seconded.

Meeting adjourned.

Respectfully Submitted,  
Harriet Bitar