

Southington Library and Museum
255 Main Street
Library Board Meeting
AMENDED MINUTES
December 8, 2003

Meeting called to order by Vice Chairman Robert Cusano at 6:10PM

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

Guest: Town Attorney Mark Sciota

Secretary Minutes

Robert Cusano introduced the board to new members Jeanne Corrigan, Susan Reisman and Regina McDonald. Director Jay Johnston had invited Attorney Scoita to review Freedom of Information rules with the board. At their September meeting, the board had gone into session to discuss the process and procedure of hiring a museum curator as well as the criteria of the position.

Election of Officers/Committee Appointments: Cusano opened the floor to officer nominations. Sandra Micalizzi nominated Heidi Bittner for Chairman, Jeanne Corrigan seconded. There were no other nominations, all voted in favor. Approved. Chairman Heidi Bittner took the floor. Susan Reisman nominated Sandra Micalizzi for Vice Chairman, Jeanne Corrigan seconded. There were no other nominations, all voted in favor. Approved. Sandra Micalizzi nominated Theresa O'Connor for Secretary, Regina McDonald seconded. There were no other nominations, all voted in favor. Approved. Sandra Micalizzi nominated Susan Reisman for Treasurer, Regina McDonald seconded. There were no other nominations, all voted in favor. Approved. Cusano made a motion to remove former members Christopher Palmieri, Carol Ladd and Edward Pocock from Barnes, Building & Maintenance, Finance, Friends, Long Range Planning and Personnel committees. Valerie DePaolo seconded, all voted in favor. Approved.

Public Communication: The following additional changes were made to committees: To the Barnes committee, Regina McDonald and Theresa O'Connor were added. To the Friends of the Library, Jeanne Corrigan was added, Theresa O'Connor was removed. To the Building and Maintenance committee, Jeanne Corrigan was added. To Long Range Planning committee, Susan Reisman was added. To Finance committee, Susan Reisman was added. David DellaVecchia came off the Personnel committee; Sandra Micalizzi, Susan Reisman and Regina McDonald were added. To Special committee, Heidi Bittner was added.

Public Communications: There were none.

Library Board Communications: DellaVecchia had received a letter from executive director Don Henley, Freedom of Information, who informed the board that there was a complaint against the library board from Janet Mellon. The complaint stated that the board went into an illegal executive session, during its September meeting and that she was asked to leave and wait outside. She further stated that at the December 2002 meeting, she was informed that it was not appropriate for her to attend the meeting. To the charge that the board had gone into an illegal executive session during its September meeting, DellaVecchia

sent a letter to Mellon in response and followed up with a phone call. Mellon suggested that she would drop the complaint against the board if they realized what they had done wrong and would sign a letter stating the facts. The board members said that the executive session was held in order to discuss the interview procedure and the functions of the job position of curator to the Barnes Museum and not any person in particular. The arbitration set for December 18 has been settled with the Children's Librarian position. The Children's Librarian position was advertised to the public and the director received many good applications.

Secretary Minutes: Johnston was asked to review tapes of the October meeting and found the recording to be consistent with the written minutes. Cusano made a motion to approve the November minutes, DellaVecchia seconded. All voted in favor. Approved.

Treasurers Report: Plans for more special events will require more funding for which Johnston will approach the board of finance. There have not been expenditures from the binding expense account yet. Johnston pointed out that the account is for the digitization and conservation project where the library is working on scanning such items as old photographs, which will be used soon. The line item now reads, "binding, microfilming, recovery and restoration". Johnston is not using substitutes because of a complaint. He stated that he would like a twenty-hour utility employee next year. Cusano made a motion to accept the treasurer's report, Regina McDonald seconded. All voted in favor. Approved.

Friends: Doris LaRese was not present. She submitted a report stating that sales are 3% down. Cusano pointed out how valuable LaRese is to the bookstore. Johnston agreed that she is a remarkable person. The neon sign should be completed soon.

Director's Report: Johnston presented the new community calendar to the board, which will be accessed from the library's website. A person will be able to post a community event to the calendar after having signed up for it. The reference librarians will review the item before it is posted, making sure it complies with the library's policy. The latest problem with the heating system was remedied and the leak in the roof at the Barnes Museum was fixed. The snow guards have not been installed because Johnston cannot get a company to guarantee that the guards would not cause harm. The fire inspector has not gotten back to Johnston. The new curator at the Barnes Museum is Marie Secondo. The parking lot oil tank overlay is completed. Johnston extended thanks to those who volunteered for the December 5 Barnes Open House Tour. The town clerk will now post the agenda and minutes on the town's home page. The idea is to save paper and provide associated web efficiencies. Johnston gave the board a list of observed holidays for the year 2004, as stated by the town manager's office as well as a list of proposed 2004 library board meetings and the results from a DVD survey conducted at the library. The 3rd annual mitten tree and food for fines event is underway and preliminary installation of computer registration software has taken place. Johnston expressed his appreciation toward the Barnes Museum's new curator Marie Secondo and the hard work that she is putting into running the Museum. The State Police were at the library to remove two computers to search out a sender of threatening letters, originating at the library. The computers are now back in place. Johnston has obtained new software, which will track the user through a sign-up for computer use. The children's department received a threatening email, which was tracked to its sender. The board discussed the time and place of the January meeting scheduled for Monday the 5th at 5:00PM at Orchards at Southington at which time they will hold a budget discussion. A

notice of any change of meeting locations will be posted on the library meeting room door. The board agreed to begin their future meetings at 6:30PM, moved up a half-hour earlier from the previously scheduled 7:00PM time. Regina McDonald made a motion to approve the submitted meeting dates for the year 2004, including the time change to 6:30PM, Robert Cusano seconded. All voted in favor. Approved.

Committee Reports

Barnes Museum: Curator Marie Secondo submitted a report stating the December Open House was a success despite inclement weather and low attendance. The doorbells have been repaired and new telephones have been purchased but a problem with them still exists, even though a new electrical outlet was installed for the cordless phone. Secondo will collect tour admission and donations after each tour, not at the beginning.

Building and Maintenance: The four-year-old carpet and tile in the library still looks good due to proper care. Johnston has not received a report from the HVAC consultant but will follow up on reaching him. The new snow removal vendor, Total Maintenance, will reconcile an unsatisfactory plowing job done this morning. The vendor plows the library parking lot as well as the three properties adjacent to the library. Chile Mauro used the snow blower at the Barnes. There are no leaks in the Barnes roof. Although Skyline Restoration has not arrived, Jerry D'Lugos fixed the roof at the Barnes. D'Lugos also installed a new closet on the lower level of the library. The board agreed that D'Lugos does a good job. The fountain at the Barnes is covered and the phone system at the library is working well but there is a disconnection problem at the Barnes, which Johnston will check by having the wiring tested.

Finance: Johnston is looking into a five-year plan to restore the Barnes Museum exterior, including stripping and painting. He will present a request to the board of finance to raze the three houses next to the library.

Personnel and Policies: Johnston will give the board updated policy books, soon. The recent omission of religious works art from a Meriden library would have fallen under Freedom of Information/Freedom to view statement, in Southington's library. Johnston said he would have allowed the art to be displayed.

Old Business: There was none.

New Business: The board wants to revisit opening the library on Sundays, stating that Saturday and Sunday are key days. Even a four hour Sunday opening would put a strain on the budget of approximately an additional \$12,000.00.

David DellaVecchia made a motion to adjourn the meeting, Robert Cusano seconded. All voted in favor. Approved. Meeting adjourned.

Respectfully submitted,
Harriet Bitar