

**TOWN OF GRANBY**  
**Granby Library Board Meeting**  
**January 13, 2014**  
**Granby Public Library**

**Call to order:** A quorum was present and the meeting was called to order at 7:04 p.m.

**Members present:** Chairman Lynn Lochhead, Carol Bressor, Judy Goff, Dick Lydon, Pam Jones and Jennifer Pizzanello

**Excused:** Judy Guarco, Maureen Eberly, and Bob Donna

**Staff:** Kelly Marszycki

**Review of Agenda**

Add Budget review/discussion, under New Business.

**Minutes**

The Board reviewed the meeting minutes of November 12, 2013.

ON A MOTION by C. Bressor, seconded by P. Jones, the Board voted unanimously (6-0-0) to approve the minutes of the November 12, 2013 meeting as recorded.

**Public Comment**

None.

**Director's Report – Kelly Marszycki:**

Ms. Marszycki provided members with a folder of printed material for review.

- Ms. Marszycki reviewed the circulation numbers for the second quarter and noted GPL is ahead of the previous year by 7%. Cossitt Library is down by 4%. A three-year overview of Cossitt Library was recently done and circulation was found to be down by 17% for that time period. GPL will be helping at Cossitt when the migration takes place. Programs at Cossitt Library are minimal. Ms. Marszycki stated planning sessions are being scheduled in an effort to make positive changes. Friends of Cossitt Library are no longer having a book sale as a fund raiser. Ms. Marszycki plans on attending upcoming meetings of the Friends group in an effort to gain and share information.
- Sunday hours started November 3, 2013 and will continue through March. Circulation numbers to date are 974.
- Winter programs at GPL are going well. A brochure of upcoming programs will be printed and made available to the public.
- Ms. Marszycki will be attending an upcoming LIONS Club meeting to talk about the Library.
- The consortium is moving along. Training, in several areas, is scheduled for staff. It is expected to go live, May 12<sup>th</sup>. The new and old systems will be running parallel for a few months; then the old system will drop off. The staff will be available to help the public with this new system.

**Old Business**

Planning for February Volunteer Recognition – Event date is Sunday, February 9th, 2:00 – 3:30 p.m., with a snow date of February 16<sup>th</sup>. Volunteers from GPL, Cossitt Library, Granby Library Association, and the Friends groups will be invited. Invitations will go out by email, where email addresses are provided and by regular mail for those without email address. The snow date will be noted on the invitation. Food, drink, a centerpiece for the table, and paper products were reviewed. Finger foods and punch will be served. Email J. Goff noting who will bring what – email to all so everyone knows. J. Goff will provide the total number of invitees. She will arrange for help setting up and picking up after the event.

Orientation Packet – Review of Section Two – Library Policies: Ms. Marszycki stated some circulation policies' may be affected by the new membership in the consortium. This should be kept in mind moving forward. It is thought that the Board Members notebook (possibly a 2" binder with tabs) should have one year of Minutes and Circulation Reports included. In the Rules of Conduct and Display and Bulletin Board sections – some slight changes are suggested to be made. A preface page and a list of acronyms would be helpful. A welcome page and a written policy for the Board to review the policies might also be added.

These mentioned items should be added, reviewed at the February meeting, and the packet could be approved at the March meeting.

Replacement for Dick Lydon – a replacement has not yet been found.

Reappointments – L. Lochhead, J. Pizzanello, and Judy Goff are all moving towards reappointment. It was stated there are three people interested in serving on the Board, as a replacement for D. Lydon.

### **New Business**

Budget – Ms. Marszycki reported there is one change; that being an issue paper asking for an increase in part-time payroll. This is in an effort to accurately reflect present needs. A 12% increase has been asked for. This increase will not add to the number of staff.

Policies Review – There are six policies and the focus should be on the three unaffected by the consortium. They are Rules of Conduct, Meeting Room, and Display and Bulletin Board. Board members should review these three before the February meeting.

2014 Officers – Chairman Lochhead stated officer elections should be done in January of each year, for a term of one calendar year. Chairman Lochhead was asked to continue on as Chairman and she agreed to do so, but only for one more year. Although C. Bressor agreed to serve as Vice-Chairman for one year, she will not agree to become the next Chairman. This discussion will be continued at the February meeting.

The next meeting will be on Monday, February 10, 2014, 7:00 p.m., at Cossitt Library.

### **Adjournment**

ON A MOTION by C. Bressor, seconded by J. Goff, the Board voted unanimously (6-0-0) to adjourn the meeting at 8:22 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary