

TOWN OF GRANBY
Granby Library Board Meeting
February 10, 2014
Cossitt Library

Call to order: A quorum was present and the meeting was called to order at 7:00 p.m.

Members present: Chairman Lynn Lochhead, Carol Bressor, Maureen Eberly, Bob Donna, Pam Jones, and Jennifer Pizzanello (arrived at 7:15 p.m.)

Excused: J. Guarco and J. Goff

Absent: D. Lydon

Staff: Kelly Marszycki

Visitors: Bruce Sullivan and Bobbie Sullivan

Review of Agenda

Add Budget review/discussion, under Old Business.

Minutes

The Board reviewed the meeting minutes of January 13, 2014.

ON A MOTION by M. Eberly, seconded by C. Bressor, the Board voted (3-0-2) to approve the minutes of the January 13, 2014 meeting as recorded. Abstention by M. Eberly and B. Donna.

Public Comment

None.

Director's Report – Kelly Marszycki:

Ms. Marszycki provided handouts of printed material for review.

- Ms. Marszycki reviewed the circulation numbers for the past month, noting the numbers are down slightly from last year. Ccard numbers are up at GPL. Cossitt numbers and Sunday circulation numbers were also reviewed.
- Ms. Marszycki stated planning sessions are being scheduled in an effort for GPL to work more closely with Cossitt Library. An effort will be made to reinstate programs and story times at Cossitt Library, hopefully using the gazebo for some activities. The hours at Cossitt Library are being looked at, hoping to be modified to a more consistent 20 – 21 hour weekly schedule. Staff scheduling should be fine with a change, and the hours on the sign will need to be changed.
- A new part-time staff member has been hired to replace a resignation earlier in the fall.

Old Business

February Volunteer Recognition – The event date was February 9th. Chairman Lochhead reported this was a nice event and well attended.

Orientation Packet – C. Bressor provided handouts of a Welcome page and a Glossary of Terms for review. It is thought the Policy Review Statement should be included with the Bylaws. Chairman Lochhead will provide the Policy Review Statement at the March meeting. The Preface/Welcome page was looked at and a few suggestions were made to modify it, including a reference to the member's notebook. C. Bressor will create a Table of Contents. M. Eberly had a list of suggestions, which was reviewed by Chairman Lochhead. The list included items such as bequests, overdue book fines, food near the computers, evacuation routes and safety areas, and fire drills. M. Eberly volunteered to make the complete document consistent with format and font. There was discussion about posting policies on the Town of Granby website. Ms. Marszycki provided information about what is presently available on the website and her thoughts about posting certain additional policy information. The Glossary of Terms was reviewed. A suggestion

was made to add GLA (Granby Library Association) and GLB (Granby Library Board) on page two. This portion can be revised as needed.

Replacement for Dick Lydon – a replacement has not yet been found. The Board would like to determine an area of interest Mr. Lydon has, so that books can be purchased to acknowledge his time served as a member of this Board.

B. Donna left the meeting at 7:40 p.m.

2014 Officers – L. Lochhead has agreed to serve as Chairman through the end of this year. A volunteer for Vice Chairman is being asked for. Ideally, the Vice Chairman would become Chairman at the beginning of next year.

Budget – Ms. Marszycki provided a handout of the Library's proposed budget for 2014-15. The only significant change is a request for funds to accurately reflect the need for part-time circulation and cataloging staff. She is working toward consistent blocks of time for staffers – a minimum four hour shift. The special event category is decreasing as well as the mail category. The Cossitt collection line has dropped as well, simply because of space constraints. Automation includes the Consortium. Ms. Marszycki reminded the Board members that the first year's membership fees are held in reserve at the Consortial HQ for GPL and Cossitt to use to purchase technical equipment and peripherals. Upkeep and maintenance of the libraries was discussed – in particular the necessity of new carpeting in the Children's Room at GPL.

New Business

None addresses at this time.

The next meeting will be on Monday, March 10, 2014, immediately after the Board of Selectmen's Workshop Meeting, at Granby Public Library. The BOS Workshop meeting begins at 6:00 p.m. It is suggested members bring a bag supper to the Board meeting.

For the March meeting:

M. Eberly will create a clean draft of the Rules of Conduct section.

J. Pizzanello will create a clean draft of the Meeting Room section.

P. Jones and L. Lochhead will create a clean draft of the Display and Bulletin Boards section.

Ms. Marszycki will email the documents she has on her computer for the Board members to make changes (in red) on their copies.

Adjournment

ON A MOTION by J. Pizzanello, seconded by M. Eberly, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:35 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary