

TOWN OF GRANBY
Granby Library Board Meeting
March 10, 2014
Granby Public Library

Call to order: A quorum was present and the meeting was called to order at 7:10 p.m.

Members present: Chairman Lynn Lochhead, Carol Bressor, Maureen Eberly, Judy Goff, Jennifer Pizzanello, and Pat Kennedy

Absent: B. Donna, P. Jones, and J. Guarco

Staff: Kelly Marszycki

Chairman Lochhead welcomed newest member Pat Kennedy. She fills the vacancy created by Dick Lydon through January 12, 2015.

Sincere thanks to Dick Lydon for his many years of volunteer service to the Library Board.

Minutes

The Board reviewed the meeting minutes of February 10, 2014. Noting one correction – under New Business, change to read: None at this time.

ON A MOTION by J. Pizzanello, seconded by C. Bressor, the Board voted (4-0-2) to approve the minutes of the February 10, 2014 meeting as corrected. Abstention by M. Eberly and P. Kennedy.

Public Comment

None.

Director's Report – Kelly Marszycki:

- Ms. Marszycki provided handouts of statistics and reviewed the numbers. She noted cold, snowy weather in February plays a large part in the numbers being slightly down from last month.
- Regarding the Migration and Connect Consortium, Ms. Marszycki stated Granby will be part of 30 towns that are joining. Staff will be trained and they in turn will train Library part-timers. It's expected that cataloging will go live on May 12th and circulation on May 19th.
- Ms. Marszycki reported several staff members met to discuss ways to improve Cossitt Library. Achievable items were outlined and will be initiated soon – they include: a weekly, evening family story time; Appletree Day Care will host a weekly story hour; an afternoon story time will be hosted by Heidi Johnstone; and L. Stewart will write an article highlighting parts of the collections at Cossitt Library for the *Drummer*. Also expected to be held are programs about gardening for adults and children and a backgammon club is hoped to be started. A listing of Cossitt programs will be included with GPL's programs in an effort to get the word out. The gazebo is expected to be used for several programs this upcoming summer. When Cossitt hours are modified, the sign in front will need to be changed. Ms. Marszycki stated she will take care of this.
- Ms. Eberly recently helped out by having color flyers printed for the upcoming Sunday, March 23rd program about G. Fox.
- It was noted Sunday programs, except for the musical programs, aren't being well attended.

Judy Goff left the meeting at 7:49 p.m.

Chairman Lochhead pointed out in the 2014-15 Budget book, on the Capital Improvement Program 2015-2024 page, \$50,000 is projected in 2018 for GPL Study Add'n./Impvts. She would like to speak with Town Manager Smith to see if the availability of that money could be shifted to 2016.

Old Business

Vice Chairman Position – Chairman Lochhead reiterated she will remain chairman through the end of the year. Jennifer Pizzanello agreed to become Vice Chairman.

Board Member Orientation Packet

- Welcome to the Granby Library Board, Draft #2, was reviewed.
ON A MOTION by M. Eberly, seconded by J. Pizzanello, the Board unanimously voted (5-0-0) to approve the Welcome to the Granby Library Board, Draft #2.
- Table of Contents – may need to add a couple more policies when they are created and approved.
ON A MOTION by M. Eberly, seconded by J. Pizzanello, the Board unanimously voted (5-0-0) to approve the Table of Contents.
- Chairman Lochhead provided an up-to-date members list.
- Chairman Lochhead reviewed the statement of how often policies need to be approved. Article II, Section B., Item 1 of the By-Laws will be inserted into the beginning of this document. The Director of Library Services would be the one to initiate a new policy, not necessarily the Board, although they would review it and support it. The review is suggested to be every three years (changed from two years) and one-third of the policies will be reviewed (changed from half of the policies being reviewed).
ON A MOTION by M. Eberly, seconded by C. Bressor, the Board unanimously voted (5-0-0) to approve the Policy section, with the noted changes.
- Volunteer Services – there are no changes. Add “Reviewed March 10, 2014” at the bottom of the page.
- Community Service – suggested changes are noted in red in the hand out. In the Policy section, first paragraph, after library patrons add: and staff. Second paragraph, where it says – A rejection may be appealed to the Granby Library Board – it was discussed and decided not to add this sentence at this time.
ON A MOTION by M. Eberly, seconded by J. Pizzanello, the Board unanimously voted (5-0-0) to approve the Community Service policy as revised.
- Display and Bulletin Board Policy – In the Display Cases paragraph, it is recommended not to add the sentence - Displays may remain in place for no longer than one month. Several other small changes were suggested. The slat wall display in the vestibule only is for community non-profit use and should be noted as such. It was noted this policy includes both libraries.
ON A MOTION by M. Eberly, seconded by C. Bressor, the Board unanimously voted (5-0-0) to approve the Display and Bulletin Board Policy as revised.
- Rules of Conduct – suggested changes are noted in red in the hand out. Under General Safety, bullet point four, it was decided to remove this paragraph because it is covered by state law. This bullet point could say: When the fire alarms sound, exit the building according to state and local regulations. M. Eberly will revise this document with the suggestions agreed on.
- Meeting Room Use Policy – J. Pizzanello reported she didn't see a need for change in this document, although she noted there were a few typos' to be corrected and a few words to be reworked. In the fifth bullet point – it was decided to remove the reference to indemnify. She will make the agreed on changes and email a fresh copy to the Board members.
ON A MOTION by C. Bressor, seconded by L. Lochhead, the Board unanimously voted (5-0-0) to approve the Meeting Room Use Policy with the noted changes.

Everyone should amend/correct the sections they were responsible for and email a fresh copy to M. Eberly.

New Business

None at this time.

The next meeting will be on Monday, April 14, 2014 at Granby Public Library.

Adjournment

ON A MOTION by M. Eberly, seconded by J. Pizzanello, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:47 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary