

TOWN OF GRANBY
Granby Library Board Meeting
June 9, 2014
Granby Public Library

Call to order: A quorum was present and Chairman Lochhead called to order the meeting at 7:05 p.m.

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

Absent: Judy Guarco

Staff: Kelly Marszycki

Review of Agenda

Pat Kennedy added the item Library Board liaisons and her meeting with the Granby Library Association.

Minutes

The Board reviewed the meeting minutes of May 12, 2014.

ON A MOTION by J. Goff, seconded by C. Bressor, the Board voted (5-0-3) to approve the minutes of the May 12, 2014 meeting as presented. Abstention by M. Eberly, B. Donna, and P. Jones.

Public Comment

None.

Director's Report – Kelly Marszycki:

- Regarding the Migration and Connect Consortium, Ms. Marszycki stated cataloging and circulation went live this month. As with all new programs going live, there were some fixes and hic-cups to hurdle by. Behind the scenes, the staff was scrambling to get new materials added into the system from the moratorium period in May. Certain committees (bib and circ committees) have been reactivated and meetings are being scheduled to keep abreast of the ongoing progress and improvements the system has made. The Catalog and OverDrive will be integrated in the near future. Patrons who used it for the first time expressed their satisfaction with the new Encore Catalog.
- Ms. Marszycki was unable to provide library statistics for this month due to the system switch. She will provide the year-end statistics report at next meeting.
- Ms. Marszycki reported patron training sessions have been held and a YouTube video was created by East Hartford Library for the consortial libraries to utilize demonstrating how the new ENCORE Patron Catalog works.
- Mrs. Marszycki reported on the proposed patio located on the east side of the library building near the small study room. She indicated that Public Works Department has all the material needed for construction, except for the brick pavers that can be installed at a later date. The patio can still be used without the brick pavers installed. Because there is no money for the brick pavers, perhaps a "patio brick fund campaign" may be started in the fall. Mrs. Marszycki will research other libraries to find out how they handled a fund campaign of this type. She will be discussing this project with Granby Library Association.

Old Business

Board Member Orientation Packet: Maureen Eberly held the review and discussion of handbook.

- ON A MOTION by J. Goff, seconded by P. Jones, the Board unanimously voted (8-0-0) to approve the By-Laws section of handbook as revised. The approval date will be noted at the end of this section.
- ON A MOTION by J. Pizzanello, seconded by P. Kennedy, the Board unanimously voted (8-0-0) to approve the Code of Conduct Policy section. The approval date will be noted at the end of this section.
- Corrections are being made by Maureen Eberly and clerical grammar review will be made by C. Bressor and L. Lochhead. Once corrections and clerical grammar review are completed, the recording secretary will add the finishing touches to the handbook. In particular the "Table of Contents" and pagination of it.
 - Table of Contents – delete the reference of "Long-range Plan for Library ..."
 - Granby Library Board – delete words "Granby Board of Selectmen" and add "Town of Granby Ordinances" before the words "Section 32".
 - Library Board members – add explanation of "*" found at the end of Lynn G. Lochhead name, which is "* Chairperson". Make correction to B. Donna email address – lbdbdonna@gmail.com
 - Replace the meeting schedule page with the meeting schedule for 2014-15.
 - By-Laws (last page for this section) add the date it was first adopted and type in names of persons who approved.
 - Make title formats consistent throughout the document, including the Table of Contents. Example: GLOSSARY OF TERMS is all capitalization but none of the others are.
 - Missing the page of acronyms. Kelly Marszycki will provide. It will become part of the Glossary of Terms.
 - Add a watermark "Sample" to the Budget Worksheet 2014-15.
 - Under the section of Library Policies – be consistent in the format when identifying the policy name. Include the word "policy" for each policy.
 - Under last page of the Circulation Policy, delete the line "Approved by Granby Library Board".
 - Kelly Marszycki to provide information of when the Granby Library Board adopted and revised the Collection Development Policy, which will be added to this policy section.
 - Some policies will not be reviewed until the new consortial system has been in use for a while because this system may suggest revisions to those policies. The policies are Circulation and the Internet. Request for Reconsideration / Statement of Concern forms and procedures should be run past the Town Manager as the Board is not legally responsible.

Judy Goff left the meeting at 7:50 p.m.

New Business

Pat Kennedy made comments about from her attendance at a Granby Library Association (GLA) meeting. The next meeting date for the GLA is September 10, 2014. It was agreed that more communications amongst the groups should be made on a regular basis. It was thought that naming liaisons to these groups and sharing minutes from all the groups would be a good start. The minutes will be disseminated through one person to the four groups (Library Board, Friends of Cossitt, Friends of Granby Library Board, and Granby Library Association). At the July meeting, liaison designations from the Granby Library Board for the two Friends group will be made.

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

Adjournment

ON A MOTION by M. Eberly, seconded by P. Jones, the Board voted unanimously (7-0-0) to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Patricia I. Chieski
Acting Recording Secretary