

Cromwell Library Commission
Regular Meeting
Monday, March 12, 2018
Arch Room
Record of Votes and Minutes

Present: Chairman Marie Roberto, Margaret Colella, Kathy Newton, Martha Rennie, Al Dickerson, Barbara Grotheer, Diane Mongold

Absent: None

Also Present: Library Director Kara Canney, Gerald Seagrave

1. Call to Order: The meeting was called to order by Chairman Roberto at 7:31 p.m.
2. Approve/Amend Agenda: Barbara Grotheer made a motion to approve the March 12, 2018 agenda; Seconded by Margaret Colella. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Barbara Grotheer, Diane Mongold. *Motion passed.*
3. Approval of Minutes of February 12, 2018: Margaret Colella made a motion to approve the minutes with the following amendment: that under Citizen Comments – Gerald Seagrave mentioned that the Connecticut Library **Association** conference is in April. Seconded by Kathy Newton. In favor: Marie Roberto, Margaret Colella, Kathy Newton. Abstained: Barbara Grotheer, Diane Mongold. *Motion passed.*
4. Town Council Liaison comments: Chairman Roberto said that she had been in contact with the Town Mayor, Enzo Faienza, regarding the Commission's need for clerical support and that the mayor had agreed to help. There was a brief discussion regarding the process by which the clerking job is advertised and hired by the department head.
5. Citizens' Comments: Gerald Seagrave said that the Connecticut Library Association Conference is in April. Director Canney said that four members of the library would be attending, two per each of the two days, and the theme of the conference was "Building Libraries."
6. Reports
 - a. Chairman: Chairman Roberto congratulated Al Dickerson, Kathy Newton and Barbara Grotheer on their new four year terms. She also said that the election of officers should take place tonight under New Business.
 - b. Library Director: Director Canney brought architectural samples of the materials and colors proposed for the renovation project, to

include carpeting, paint, sound tiles, glass door film, flooring, countertops, treadwells, tiles, and furniture colors. She said that at their recent technology meeting, they had put together a wish list of desired items, to include a soundproof booth and 3D printer. The project was now on hold until the \$1M funding was secured.

The project would occur in phases: the new addition would be constructed first, then the circulation desk and children's area, and then the stacks and director's office.

The next bond commission meeting is scheduled for Thursday, March 29, 2018, and Chairman Roberto said that she would follow up to see if the library's funding was on the agenda.

Barbara Grotheer asked about options for chairs and there was a brief discussion regarding whether to order chairs with arms or without. Director Canney suggested ordering a mix.

Director Canney said that the iMacs are set up, the coin box for the printer/copier had arrived, and the Chrome Books were ready for use. She was considering Canopy, which has a larger database of movies than Netflix.

She said that there was a second meeting regarding fiber taking place next week. She wanted to incorporate that into the expansion/renovation but there was some concern as the library would be responsible for the cost.

Diane Mongold asked about the next steps of the project. Director Canney said that the \$1M funding has to be in place before the project can go out to bid. The Town Manager and Town Engineer would then decide on the general contractor.

There was a brief discussion regarding Canopy, the streaming service. Director Canney said that the library can decide on the number of items allowed for download per patron per month and said that the service includes a public performance license.

Director Canney reviewed the February 2018 statistics and noted that juvenile programming was up, as well as materials added and adult library cards. She noted that the database numbers are struggling.

Barbara Grotheer made a motion to accept the Director's Report as written; Seconded by Kathy Newton. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Barbara Grotheer, Diane Mongold, Martha Rennie, Al Dickerson. *Motion passed.*

- c. Finance Report: Martha Rennie made a motion to accept the Finance Report as written; Seconded by Barbara Grotheer. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Barbara Grotheer, Diane Mongold, Martha Rennie, Al Dickerson. *Motion passed.*

7. Old Business: None

8. New Business: Martha Rennie asked about the procedure for updating policies and how much time the Commission would have to consider a proposed change. Director Canney suggested that it would be on a case by case basis. She will include the policy proposed to be changed in her report so that the Commissioners would have advance notice of the issue.

Al Dickerson made a motion to nominate Marie Roberto as Chairman and Margaret Colella as Vice Chairman; Seconded by Kathy Newton. In favor: Marie Roberto, Margaret Colella, Kathy Newton, Barbara Grotheer, Diane Mongold, Martha Rennie, Al Dickerson. *Motion passed.*

9. Other: None

10. Next regular meeting date: April 9, 2018

11. Adjournment: Chairman Roberto adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Julie C. Petrella
Substitute Clerk