

**Russell Library Board of Trustees Meeting
January 10, 2012**

Present: Trustees Becker, Berlind, Kamins, Pickert, Nelson, Zakarian, Markot, Buchanan, Russell, Farbman, Greenberg, and Kabel

Absent: Trustees Sanders

Also Present: Director Meyers; Assistant Director Juliano

- I. Call to Order: President Kamins called the meeting to order at 7:05 pm.
- II. Public Comments: There were no members of the public present. Director Meyers reported that Kathryn Robinson, Head of Children's Services, who had been scheduled to speak to the Board, was unable to attend and that her presentation would be rescheduled.
- III. Action Items:
 - A. Minutes of the December 13, 2011 Meeting: It was moved (Trustee Berlind) and seconded (Trustee Markot) to accept the minutes of the December 13, 2011 meeting as submitted, subject to one change in the spelling of Trustee Greenberg's name. The Motion carried unanimously.
 - B. Cash Flow Report: Director Meyers indicated that the Library was on track with the budget. He also distributed information regarding the Endowment Fund results.
 - C. Committee Reports:
 1. Finance Committee: Trustee Farbman and Director Meyers distributed to the Board several items for their action and review as follows:
 - a. The Fiscal Year 2013 Proposed Budget: Director Meyers discussed the restrictions on the budget imposed by the City; the non-filling of a staff position and the City's permission to use the funds intended for that (approximately \$13,000) for non-staff budget items; his plans to both pool and share staff in order to maintain the budget at an acceptable level. He also discussed a 10% reduction in budget imposed by the City. Assistant Director Juliano explained how the 10% reduction was calculated using the portion of the City Budget that demonstrated it. It was moved (Trustee Farbman) and seconded (Trustee Kabel) to present the Fiscal Year 2013 Budget to the City. The Motion passed unanimously.

- b. An Immediate Capital Planned Budget was distributed showing capital requirements of \$711,000 for a project consisting of repairs to the slate roof of the main library building and other exterior renovation-preservation needs. The Trustees discussed the project; the project estimates; and the process for submitting this project to the City Council for a “City Council Bond Issue.”

Since the cap on a City Council Bond Issue is \$750,000, the Board requested that the project budget be appropriately enlarged to that number, based primarily on the comments by Trustee Nelson that we don't have a good estimate as to whether \$711,000 or even \$750,000 will cover the roof repairs. The Board also discussed the process to present this project to the City Council and for them to permit us to take the next steps, namely to commission a study, have plans drawn and a request for proposal be prepared.

It was moved (Trustee Kabel) that Director Meyers present details of this project to the appropriate City officials and seek their agreement for us to continue to the next step in order to request a City Council Bond to proceed with the project. The Motion was seconded (Trustee Buchanan). After further discussion regarding the process, the Motion was unanimously adopted.

- c. Director Meyers then distributed the “Long Term Capital Needs Plan” which dealt with other substantial improvements to the physical plant including replacement of the HVAC System and demolition of the building next door. The consensus of the Board was that this not be discussed with the City at this time.

- IV. Director's Report: Director Meyers indicated that he had passed out his report and his only comment was that we did not receive a grant from the Middlesex County Community Foundation for planning and did receive a grant from Connecticut Light and Power for an energy efficiency project in the Annex.
- V. Assistant Director's Report: Assistant Director Juliano, referring to his report which was distributed, highlighted several items including the Alert System in the event of natural disaster; the trimming of trees on the property and in the courtyard; the efforts being made to determine the cause of a leak in the basement; his responsibilities in substitution for Suzanne Elliot in terms of the newsletter; the retirement of Carol Schultz; the fiscal condition of LION; and some staff networking computer issues which had been resolved.
- VI. Old Business: There was no old business.

- VII. New Business: Trustee Greenberg questioned whether Trustees were reading the materials in advance and Director Meyers discussed electronic or hard copy dissemination of the agenda and supporting items. Mailings will be sent following the Trustees' stated preferences.

Trustee Pickert indicated that, in cooperation with former Trustee Spaeth and Director Meyers, and in conjunction with materials she had gathered at a recent Association of Connecticut Library Boards meeting, she had committed to update our New Library Trustee Handbook to align it with that disseminated by the Association.

- VIII. Calendar: Director Meyers reminded the members that the next Board Meeting will take place on Valentine's Day. He also indicated that he is in the process of rescheduling Department Head Presentations at Board Meetings and will update the schedule.

- IX. President's Report: President Kamins commented on the success of the "Midnight on Main" event New Year's Eve on Main Street and several Trustees who had attended agreed.

- X. Adjournment: Upon a Motion (Trustee Greenberg) and a second (Trustee Zakarian), carried unanimously, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Andrew E. Becker
Secretary