

**DRAFT**  
Prosser Public Library  
Library Board of Directors Meeting  
January 10, 2011

**Attendance:** Roberta LaMonaca (*Library Director*), Nancy Kamins (*Chairperson*), Beatrice Llewellyn, Beverlee Merritt, Joan Politis, Paula Walek, Penny Pearson (*Friends of the Library Representative*)

**Absent:** Howard Frydman

Quorum present? Yes, 5 of 6

N. Kamins called the meeting to order at 4:30 p.m.

**MOTION to accept the minutes of the December 13, 2011 meeting;** seconded and approved.

*Chairperson's Report*

**Meeting Times** – The board discussed the feasibility of having meetings begin at 4:00 PM instead of 4:30 PM. After discussing the matter, the board decided to retain the 4:30 PM start time.

*Public Statements* – There were no public statements.

*Director's Report*

**Cassie (Print Management System)** – Chris Siloac and Laura Vasselle are working on installing a print management system, Cassie, at Prosser. The Cassie system will streamline and automate many aspects of public computer management, including PC reservations, session time tracking, color printing, and payment processing. This project is progressing, and we hope to have the system up and running within 4-6 weeks.

**Saturday Hours** – One request from the public that emerged during the strategic planning process is for the Prosser Library to be open on Saturdays during the summer. R. LaMonaca has looked into the potential costs of opening from 10AM-2PM during the summer and estimates that it would cost around \$4200 for those ten additional Saturdays. With the town asking that any new programs be offset by cuts in the upcoming budget, R. LaMonaca is considering using a combination of Connecticard and Prosser funds to pay for the extra hours. Another option is to present the idea to Louie Chapman at the budget hearing and ask the town to absorb half the cost.

The Wintonbury branch is currently open a full day on Saturdays during the summer, so it is possible a staffing arrangement can be made to keep both libraries open. Sunday hours have also been discussed.

*Old Business*

**Sign Placement at the Branch** – The letters are now on the building, and the free-standing sign is scheduled to be installed on Thursday. Unfortunately, the free-standing sign is not two-sided, so it will face the road rather than be positioned perpendicularly to the building.

**Funding for Presentation of Strategic Plan** – Now that the strategic plan is complete, R. Lamonaca is revisiting the idea of a reception and presentation for the public, and would like the board's approval to use Prosser Funds to cover the cost. The reception will take place in the evening, at the date and time to be announced. The board suggested that serving dessert and coffee might be a good idea. **MOTION to grant permission to use up to \$1000 from Prosser funds to pay for reception;** seconded and passed.

*New Business*

**Election of Officers** – Beatrice Llewellyn was nominated as vice-chair; Beverlee Merritt was nominated as Secretary/Treasurer; and Nancy Kamins was nominated as chair. **MOTION to elect the officers as nominated;** seconded and passed.

**Cell Phone Use Policy** – B. Merritt recently overheard a patron complain about the noise level caused by cell phone use in the library. The library's noise level is also an issue repeatedly mentioned in the recent strategic plan. B. Merritt called the libraries in Simsbury, West Hartford, and Windsor, and all of them had some sort of cell phone policy. She believes the Bloomfield Public Libraries should have a policy as well.

R. LaMonaca stated that the library already has a policy in place that addresses any disruptive behavior, but agreed that it might help to have signs reminding patrons to use their cell phones discretely. After discussing the issue, the board agreed that posting signs stating "Polite Cell Phone Use is Expected" would be a start towards curbing the problem. The board sees the new signs as a trial solution to the noise problem, and might return to the issue depending on the outcome.

**Adoption of Strategic Plan** – B. Llewellyn asked if a presentation to the board was part of the initial contract with strategic planning consultant Dick Waters. The board felt it was odd that the plan had not been presented to them. R. LaMonaca explained that the initial plan required extensive editing by the staff, so she opted not to have Mr. Waters make a presentation.

R. LaMonaca recapped the history of the strategic planning process. The board expressed concern about what their adoption of the plan would entail, in terms of implementing the recommendations. R. LaMonaca reiterated that the plan reflects the input of library staff, and that they would try to implement most of the recommendations, but not necessarily all of them.

The board reviewed the plan in detail and discussed the problems with implementing certain recommendations in the current building. R. LaMonaca explained that the library has already used the plan to address certain issues, for example, elevator accessibility. R. LaMonaca sees the plan as a good starting point in advocacy efforts aimed at generating support for a new building. A new building referendum will be on the November 2012 ballot. The consultant's estimated cost of \$35.00 per person for a new library could be particularly persuasive in garnering support. The plan gives the library a variety of options to consider as we go forward.

**MOTION to accept the strategic plan as presented;** seconded and passed.

*Report from the Friends of the Library* – There was no report from the Friends.

**MOTION to adjourn meeting at 5:50 PM;** seconded and approved.

Respectfully submitted,

Christopher Siloac,  
Senior Staff Assistant