

**Burlington Public Library**  
**April 7, 2015**  
**Board of Library Directors' Meeting Minutes**  
**DRAFT**

**Call to Order:** 7:30 p.m.

**Attendance:** Mike Ragaisis, Craig Winter, Sridhar Srinivasan, Alyssa Colasanto, Sandra Hierl, Jodi Kryzanski, Kimberly Lawton (Student Liaison), Marie Spratlin Hasskarl, Library Director

**Absent:** Sanford Mazeau, Kevin Mullen

**Guests:** Ted Shafer, First Selectman, Duncan Forsyth, Town Attorney,  
Laura Hedenberg, resident

**Place:** Anne L. Walluk Community Room

**Minutes:** Approval of BOLD Meeting Minutes for February 3, 2015 approved as submitted

**Correspondence:** Resignation letter from Deb Watson; Letter from First Selectman of South Windsor, encouraging our town to identify a Poet Laureate for Burlington.

**TAC business:** Sleepover very successful! Final meeting/tests for summer crafts will take place this month.

**Library Expansion Project Discussion:**

- Establish a Fiduciary Legal Oversight Group: Ted Shafer (signs and approves contracts), Duncan Forsyth (contacts and problem solving), Elle Parente (bonding, managing money), Robin Bugbee, consultant (provide guidance), Doug Gillette, attorney, Janette Marcoux (bonding consultant), Tom Newman (CT State Library Grant Administrator), Stephen Savino (town accountant), Marie Spratlin Hasskarl, Library Director, and Burlington Board of Library Directors. This group will provide support, advice and guidance as needed throughout the project.
- Board of Library Directors will form a Library Building Committee for the expansion project
- Ellie, Tom and Ted (with Doug Gillette and Janette Marcoux) had phone conversation, 4/7/2015, to initiate steps for Library Expansion work (create a checklist)
- Pending status of current architect, discussion ensued to determine if current architect can continue to be retained or if a different process for reviewing and selecting architects is needed. Duncan will review process taken with Tom Newman and report back.
- November 2013, acceptance of project as determined by the first communication between Burlington Public Library and Tom Newman and the CT State Library Grant Administrator.
- Action needed: to officially activate our grant by getting on the State Bonding Commission agenda for approval at the state level.
- Contract needs to be signed. No official purchases or orders should be made prior to the signing
- 50% spent, 50% grant disbursement – after 75% spent, 40% grant disbursement, 100% spent – last 10% of grant disbursement
- Board of Finance is being informed about anticipated needs for short term financing
- Recommendation from Tom Newman – hire a general contractor to help with process, paperwork
- Potential next steps needed: short term financing, borings (soil structure), percolation tests as needed

**Director's Report:**

**Budget:** Current status 78%

**Statistics: March 2015** – down slightly in overall circulation, however, overall lending out and borrowing is at a good rate. Databases are doing well, usage of services provided strong.

**Highlights:** BLA's Bag Sale, 3 outside groups using the library facilities. Library will close at 1:00 pm, Friday, May 8 for a library staff meeting to plan the summer reading program.

**Help Needed:** Be proactive to help secure state aid for public libraries, contact Senator Beth Bye (Chair of Appropriations) [bye@senatedems.ct.gov](mailto:bye@senatedems.ct.gov)

**Punch List/Building & Grounds:** Landscaping (with Martin Landscaping) – propose cutting down on typical services in anticipation of the expansion project.

**Ongoing Business:**

Anne Walluk Community Room Policy: Comment – One member felt the new fees were still too low; the completed application of the Community Room was lengthened from 24 to 72 hours to allow the Library Director time to approve or reject the application, and to give the applicant time to appeal the process to the Board of Library Directors. Motion to approve the Anne Walluk Community Room Application: 5 in favor, 1 opposed (M. Ragaisis), motion is passed.

**New Business:** Mike Ragaisis shared a concern that the balance of communication and decision making between the Library Director, Board of Library Directors and the Library Association is out of balance. Discussion included suggestions for improving communications (e.g., including in monthly stats from Library Director of "Needs", monthly updates to BOLD from Library Association by member or Marie, meeting once a year of the BOLD and Executive Officers of the Library Association). Also discussed, the question was posed (Sandra Hierl) whether the association needs to anticipate increased needs (should a fundraising committee be formed or is it too premature?).

**Next Meeting:** Tuesday, May 5, 2015

**Meeting Adjourned:** 9:54 p.m.

**Submitted by:** Jodi Kryzanski, BOLD Secretary