

**Burlington Public Library**  
**September 15, 2015**  
**Board of Library Directors' Meeting Minutes**  
**DRAFT**

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

**Attendance:** Mike Ragaisis, Craig Winter, Marie Hasskarl, Sri Srinivasan, Alyssa Colasanto, Laura Hedenberg, Kevin Mullen, Jodi Kryzanski, Kim Lawton

**Absent:** Sandy Mazeau, Sandra Hierl

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

Approval of BOLD Meeting Minutes for May 5, 2015 approved with note that the June minutes did not contain the record of the members who made motions to approve. Sri Srinivasan motion to approve Kevin Mullen seconded the motion.

**Correspondence:** 2015 Trustee Leadership Conference from the Association of Connecticut Library Boards, Friday, November 6, 2015 Any interest?

**TAC business:** Kim provided summer wrap-up and report on teen activities. Best volunteer hours recorded this summer. Also of note, total teen visits as registered in the daily check-in Summer Reading book: 519 this year versus 468 last year. Total number of teen participants in Summer Reading Program this year: 171 versus 160 last year. Goal for the upcoming year: promote TAC in school community and increase teen visits.

**Director's Report:**

**Budget** - Due in November, aiming for approval by BOLD at November 4 meeting

Year-End Budget Summary–budget expended, all but \$58.65 of budgeted funds

**Calendar** – September event: How to Start your Own Small Business, need a minimum of 10 participants for the program to be held as scheduled. October events: Normal Aging or Dementia? (adults), Meet Crosby and Lucy (for kids)

**BOLD** members encouraged to support the library through participation in programming and promoting programs to others.

**Statistics** – Annual Stats (July 1, 2014 – June 30, 2015) presented, circulation slightly lower, self-checkout increased, as well as annual attendance 42,906 to 44,019

Discussion regarding increasing high school attendance afterschool, Marie will contact Alan Beitman regarding school bus route from school to library on Fridays (loop in with Safe Harbor bus route). Kevin shared ideas from Avon Public Library (e.g., library card/student acceptable use agreement)

July and August statistics shared. Summer theme: Super Heroes was well-received and lots of fun! Marie shared a new format for summarizing and comparing library statistics.

Director Blog well-received, articles and pictures are highlights of the site.

**Building & Grounds:** Library fax line has been inoperable for about a week (9/11 - 9/15), daily phone calls to Frontier for service have been made.

**Ongoing Business:**

**BOLD Membership:** All BOLD members updated terms over the summer.

**Technology Committee, June 2015**

Goals:

- Improved website - ease of navigation, use of dropdowns to locate information more readily
- Increase BPL participation in social media outlets, use of blogs

Discussed ways to fund technology goals and actions to be completed. One option is to contract with by outside provider, approximate cost \$6,000 for web design, includes training for ongoing maintenance— Friends of BPL, Main Street Foundation, Burlington Bell

**New Business:**

**Building Committee** – has met a number of times, selected an architect – stayed with Barbara Joslin with new firm Tecton. Working systematically through each section of the plan, when complete will move to selection of materials and products. Timeline: Plans in November 2015, Go out to bid December/January.

**Friends Report:** September 9, 2015 meeting – Pie Sale, 9/21, set up an Amazon sale outlet to sell materials online, beginning discussion of their annual capital campaign

**Workshop:** How to Make a Good Board Great, sponsored by the Community Organization of Northwest Connecticut, Alyssa shared information and ideas for the BOLD, as well as the Friends to consider.

**Charging Station:** Installation of electronic charging station to occur in the next two months grant funded (Craig Winter)

**Next Meeting:** Tuesday, October 6, 2015

**Meeting Adjourned:** 9:10 p.m.

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