

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
November 9, 2015 at 7:30 p.m.

FILED IN EAST LYME
CONNECTICUT
11/11 2016 AT 10:00 AM/PM
Lesley A. Blair
EAST LYME TOWN CLERK

Present: T. Attanasio, T. Borden, H. Cheeseman, M. Dunphy, M. Helms, J. Hoye, D. Jacobs, L. McIlhenny, A. Mishra, R. Morrill, R. Patmore, J. Peters, C. Peterson, L. Timothy, and M. Walsh.

Call to Order: President Holly Cheeseman called the meeting to order at 7:30 p.m.

Delegations from the Public: None present

Secretary's Minutes: Minutes from the meeting of September 15, 2015 were examined. Creig Peterson moved that the minutes be accepted. Seconded by Dave Jacobs. Motion passed, with Mary Walsh abstaining.

Treasurer's Report: The Treasurer's Report (for the four months ending October 31, 2015) was presented. Lisa Timothy said that the budget was pretty much on target, except for two line items: the custodial supply budget is at 112%, due to a necessary purchase. Lisa said she will keep an eye on this budget line. Also, Lisa said that it looks like the postage for the Annual Fund mailing came out of this line item, and it should be deducted from another postage line item. She said she would look into this as well. Loretta McIlhenny moved that the Treasurer's Report be accepted. Seconded by Rosemary Patmore. Motion passed.

Director's Report: Lisa gave her report as follows:

- A draft of the FY 17 budget is attached. Please note the following:
Lisa has been asked to budget for a 25% increase in health insurance.
Last year the town decreased its share of the book, audio-visual (av) and programming budget. This year, Lisa is asking for small amounts back for av and programming, but not the book budget. This line is doing okay, due to the Library Foundation funds.
Since the new copiers are bringing in revenue, Lisa has decreased the computer maintenance and technical supplies. Those present felt that these line items should not be decreased.
Lisa noted we are not asking for any capital funds.
This draft asks for \$1,147,647. This is \$69,912 more than last year, but when you remove the 25% increase for health insurance, it is only \$39,312 – a significantly smaller increase than last year.
- Jerry Boyle sent a thank you note for the book the board gave him. Lisa passed it around which had some wonderful library stories from his childhood.
- The 36th Annual Fund Drive has had good results. So far, 73% of last year's totals have been realized. A second mailing will be sent out later this month.
- Ashley Doak (a former board high school representative) has been hired as full-time staff which now brings the staff to its full size. She compliments the current staff with her technical knowledge.
- The auditor is completing the audit for FY15, and is on schedule to filing the library's taxes on time.
- The LSTA Grant (children's movie making) is moving ahead with a filmmaker, registration forms, and a workshop facilitator in place.
- LION now provides that fees may be paid online. Response from other libraries reveal that patrons are more willing to pay online than in person.
- The state report has been filed and board members are welcome to read the copy in Lisa's office or request an e-copy. The report reveals that last year the adult print circulation was down while e-books, YA books and children's book circulations are up. We also now have a people counter to keep track of the number of patrons who use the library.
- The East Lyme Library's Foundation new corporate donor program has sent mailings to thirteen businesses in town, and another bus trip is planned for June, 2016.
- The Annual Report has been completed and mailed.

- Lisa asked Tara Borden to report on the webpage as she is currently working on its update. After completion, it will be mobile friendly.
- Lisa reported that Home Bound Services have been successful under the direction of Jean Jones. Four hundred seventy-five books have been delivered since January by nine volunteers.

President's Update: Holly addressed the 25% increase request in the budget for health insurance. She said the town is looking into various avenues of different kinds of policies to address this issue.

While no one was able to attend the ACLB November 6th Library Leadership Conference held at the University of Hartford, it is hoped that East Lyme will be represented next year.

Committee Reports:

- **Administrative/policy** – none
- **Personnel:** - none
- **Public Relations:** - none
- **Nominating:** - none
- **Budget: update, final health care numbers** – With the state's decline in funding libraries, it is forcing smaller libraries to consider regionalization. Lisa explained that since the East Lyme Library is part of the LION system, we are already considered regionalized. Holly mentioned that the library might consider leasing of computers and Lisa said that since we are part of LION, we are provided with three new computers every year.
- **Publications Committee** – none

Old Business: The topic of Assistant Secretary was discussed. Since no one volunteered for this optional position, we will just continue with Molly Helms as Secretary.

Last month the topic of providing new Board members with information packets was discussed. Lisa said that packets have been sent to the newest members.

New Business: Lisa said that insurance coverage for library contents is one million dollars. Is this enough? Lisa will check with other libraries and see what their policies cover.

Summer resident, Nancy Collins, died earlier this year. Nancy was an avid supporter of the children's section of the library. Donations totaling \$3,000 have been received and are earmarked for annotated copies of children's classics. When the books arrive, a reception showcasing them will be held.

Other: June Hoyer and Mary Walsh addressed the 2017 Budget Draft and were concerned about how lean it is. After much discussion, it was advised that Lisa add in a part time (20 hours per week) technical support person. The merits of adding this person in for a six month period were also discussed. Lisa mentioned an e-mail from the East Lyme high school librarian asking if the high school students could use their high school ID to check out books from the East Lyme Library. Lisa said that the East Lyme Library was following state laws in requiring a separate card. She will contact the high school librarian to help settle this confusion.

Date of next meeting: Monday, January 4, 2016, 7:30 p.m.

There being no further business, June Hoyer moved the meeting be adjourned at 8:15 pm. Richard Morrill seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary