

East Lyme Public Library

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Sept 30 2015 AT 4:00 AM/PM

Minutes of the Board of Trustees Bi-Monthly Meeting

July 14, 2015

Present: T. Attanasio, J. Boyle, H. Cheeseman, M. Dumphy, M. Helms, J. Hoye, D. Jacobs, A. Mishra, R. Morrill, C. Peterson, B. Skinner, L. Timothy and C. Weber.

Call to Order: Newly elected President Holly Cheeseman called the meeting to order at 8:18pm.

Delegations from the Public: None.

Secretary's Minutes: Minutes of the previous meeting dated May 4, 2015 were examined. Dave Jacobs noted an error in his President's Update. One of the two books he had discussed was miss-identified. It was Dead Wake, by Eric Larson, about the sinking of the Lusitania, not Alan Furst's Dark Voyage, a WWII spy novel. June Hoye moved to accept the minutes as corrected. Craig Peterson seconded. Unanimous voice approval.

Treasurer's Report: Lisa Timothy discussed the fiscal end of year balance sheet. Monies received this year from the Eastern Connecticut Foundation (\$10,152), currently in the Transient Gift/Fund account, will be used to upgrade the library's computers. Referring to the "Budget %" column of the Operating Fund Balance, Lisa noted how close we came to fully spending our allocations at year's end. Noted were several line items that were slightly over spent and those that were under spent. In total though, 97.89% of our allocated fiscal year budget was spent.

Craig Peterson noted the overspending (114.47%) of Hourly Wages (line item 55601), asking if we keep an eye on this. Lisa responded that she does but noted that the Full Time Salary account was under spent (96.77%) and that both accounts together closely equal the total budgeted amount for all pay.

Dave Jacobs moved that the Treasurer's Report be accepted. Seconded by Corinne Weber. Unanimous voice approval.

President's Update: President Holly Cheeseman had no report.

Director's Report: Lisa Timothy reported that the Annual Fund Drive mailings will go out this week. Lisa and Children's Librarian Rebecca Scotka travelled to the Children's

Science Museum in Hartford and met with its Director of Exhibits to discuss ideas for small exhibits we could install in the children's library... Lion is moving ahead with an on-line fine payment system... The color copy machines are paying off. Income has increased significantly. Income for the month of June jumped from \$214.03 in 2014 to \$748.96 in 2015... E.L Library Foundation bus trip to Hartford was a big hit... The Library/Foundation will jointly man an information table at the East Lyme Day Main Street fair on July 18th.

Committee Chairs, Annual Reports:

Administrative/Policy: No report.

Personnel: Craig Peterson and Lisa are pleased with the new staff additions. There is the possibility of some staff retirements coming up which we should prepare for.

Publishing: No report. It was mentioned that East Lyme author Caroline Zinsser's husband, William, had passed away in May.

Budget: Lisa reports that the new budget (2015/16) is more or less finalized, although she still does not have a hard health insurance cost amount from the town. She has so far used the suggested 14% figure. Overall, due to a series of cuts, the budget has been reduced about \$11,000 from where she would have liked it to be. Reductions have been made to accommodate this. If a higher health cost comes in, more cuts may be necessary.

Regarding the Annual Fund Drive budget, Lisa reported that available funds now total approximately \$45,000. June Hoye asked about the \$1,000 in the fund's budget earmarked for Public Relations. Lisa said that it may not be spent this year.

Public Relations: June Hoye reports that articles have been published locally about the library's Home Bound Services and Rebecca Scotka's LSTA grant and her many new programs.

Executive: No report.

Old Business: Lisa reports that she is working on getting a coffee bar established in the building lobby. While she supports the concept, she believes the building needs staff to oversee such endeavors other than her personnel. Toward that end, she is looking for input from other building agencies.

New Business:

Parking Space for Drop Offs: Lisa spoke of developing a plan to designate a vehicle "Book Drop Off" area. A general discussion ensued. When it was noted that the Community Center parking lot is scheduled to be disturbed for some underground work, Dave Jacobs suggested that the issue be tabled until such work is completed. The Board agreed.

Vote on New Auditor: Lisa gave an update on the search for a new auditor to serve the library in replacement of Ed Lorah & Associates of New London. Six responders answered the library's RFP (Request for Proposal). The field was subsequently narrowed down to three firms. Lisa's preference was Murphy & Company, LLC of Branford, CT., a certified public accounting firm. They already have several libraries as clients and their fee proposal was \$500 less than what we currently pay. Lisa asked the Board for a motion to approve their proposal.

Molly Helms moved that the Board appoint Murphy & Company, LLC to be the library's next auditor. Seconded by Dave Jacobs. Unanimous voice approval.

Adjournment: Barbara Skinner moved that the meeting be adjourned. Seconded by June Hoye. Unanimous voice approval. Meeting adjourned at 9:57pm.

Date of Next Meeting: Tuesday, September 15, 2015, 7:30pm

Respectfully submitted,

Jerome F. Boyle, Secretary