

**Minutes of the Board of Trustees Bi-Monthly Meeting
May 4, 2015**

Present: D. Arnold, T. Attanasio, J. Boyle, H. Cheeseman, L. Hobby, J. Hoye, D. Jacobs, L. McIlhenny, A. Mishra, R. Morrill, C. Peterson, B. Skinner, L. Timothy and M. Walsh.

Call to Order: President Dave Jacobs called the meeting to order at 7:30pm.

Delegations from the Public: None.

Secretary's Minutes: Minutes of the previous meeting dated March 2, 2015 were examined. No discussion. Holly Cheeseman moved that the minutes be accepted. Seconded by Dave Arnold. Unanimous voice approval. Mary Walsh and Lois Hobby abstained.

Treasurer's Report: Loretta McIlhenny reported that 100% of the town's budgeted monies are in and we are at a proper 80% expenditure level. Lisa Timothy added that there are no budgetary red flags to note.

The current budget document for the period ending 04/30/2015 was reviewed. Lisa satisfactorily answered a question from June Hoye about the Fund Drive's Public Relations account (line item 47621) and several questions from Creig Peterson about Transient Gifts (29641), the Publication Fund (29681), Gifts & Memorials (31501), Professional Training (46401), Bank Charges (48201), Misc. Expenses (49001) and Museum Passes (47021).

Dave Arnold moved that the Treasurer's Report be accepted. Seconded by Loretta McIlhenny. Unanimous voice approval.

Director's Report: Lisa Timothy reported that two color copying machines are now up and running. Also, the library and the Foundation jointly plan on having an information table at East Lyme Day on Main Street this summer; the purpose being to raise awareness of the library, its services and the role of the Foundation. It will be manned by volunteers and one or two paid library staff. Dave Jacobs suggested that some of the inventory in our used book supply be given away at the event and that a donation box be available.

Lisa led a discussion about the proposed library logo. She anticipates that the sea shell image's color, size and location on the logo will be re-worked. Dave Jacobs suggested maroon, in keeping with one of the town's traditional colors.

In regards to the possible restoration of the library's large 1865 map, Lisa has opted to postpone any appraisal of its value/cost until we are more certain about what is going to happen with our proposed budget.

Lastly, Lisa gave an update on the State Library's proposed budget. The popular inter-library loan and catalogue search system is gone from the budget. Dave Jacobs has spoken to our State Senators; Ed Jutila and Paul Formica. Both have acknowledged the overwhelming response from the public regarding the state cuts and both they and Dave are optimistic that the cuts will be restored in a non-partisan response. Lisa added that it certainly looks better than it did two months ago. Lisa and Dave both thanked Dave Arnold for the letter to the editor (The Day) he recently wrote.

President's Update: *Dave spoke briefly about two books that were recently reviewed by the New York Times; Dead Wake, a WW1 novel by Eric Larson and The Wright Brothers, a historical biography by David McCullough.*

Committee Reports:

Administrative/Policy: *No report.*

Personnel: *While the committee had no report, Dave Jacobs took the opportunity to comment on Lisa Timothy's recently submitted self evaluation report, a yearly endeavor by the Executive Director that is part of the committee's on-going evaluation of the position. Dave wondered whether it was a necessary requirement, considering Lisa's many responsibilities. Mary Walsh supported the process, stating that the reports are needed to assess progress toward stated goals.*

Public Relations/Promotions: *Before giving her report, Chairwoman June Hoye asked why "Promotions" is part of the committee title. Dave Jacobs checked the Board's By-Laws and discovered that it is not mentioned in either the committee name or duties. Lisa will delete "Promotions" in future committee references.*

June will be publicizing the library's Homebound Delivery Service as well as its e-book services in local media. June also noted that she has found the library employees to be very welcoming to patrons. Dave and Lisa concurred with that observation and thanked her for bringing it to the Board's attention.

Nominating: Dave Jacobs reminded the Board that there will be at least two Trustee vacancies as of the upcoming July Annual Meeting. Referrals for consideration by the committee are encouraged.

Budget: Lisa gave an overview of where our proposed budget stands with the town. The Board of Finance met on March 19th. No cuts were made at that time. However, at a subsequent meeting, the overall town budget was decreased, resulting in a \$9,000.00 library reduction. A few days later that amount was partially restored, resulting in a net cut of \$4,000.00 dollars. The restoration may have prevented Sunday closure or reduced hours for the time being. She stated that we will not be out of the woods on these matters until probably the end of June.

Old Business:

Children's Room Filtering: After receiving a detailed email from Lisa outlining the LION filtering policies, Dave Jacobs decided that it was an issue not worth pursuing, so long as filtering continues in its present form at the LION level.

New Business:

a) ***LSTA Contract Approval:*** Lisa reported that Children's Librarian Rebecca Scotka has put together a grant proposal for a middle school filmmaking program. Students in this program may eventually produce PSA's for the library. Funding for the project is pending. The Board must give permission to Rebecca Scotka and Lisa Timothy to enter into a contract with the LSTA if funding is approved. Creig Peterson moved that the Board grant this permission. Seconded by Dave Arnold. Unanimous voice approval.

b) ***Paying Fines On Line:*** LION is currently working with its member libraries to allow for the on-line payment of fines via credit card. All member libraries need to be interconnected through LION for it to work. To facilitate that, several libraries have had to adjust their town administrative/financial policies to allow such transactions. The problem being that transaction fees are charged against the balance owed.

Adjournment: Holly Cheeseman moved that the meeting be adjourned. Seconded by Barbara Skinner. Unanimous voice approval. Meeting adjourned at 9:16pm.

Date of Next Meeting and Annual Meeting:

Monday, July 13, 2015, 7:00pm. (Annual Meeting)

Bi-Annual Meeting to follow at the conclusion of the Annual Meeting.

Respectfully submitted,

Jerome F. Boyle, Secretary