

EAST LYME PUBLIC LIBRARY  
MINUTES of the BOARD of TRUSTEES MEETING

FILED IN EAST LYME  
CONNECTICUT

Sept 30, 2015 AT 4:00 AM/PM  
Lesley Ablas  
EAST LYME TOWN CLERK

September 15, 2015 at 7:30 p.m.

**Present:** T. Attanasio, T. Borden, H. Cheeseman, M. Dunphy, M. Helms, L. Hobby, D. Jacobs, L. McIlhenny, R. Morrill, R. Patmore, J. Peters, and C. Peterson.

**Call to Order:** President Holly Cheeseman called the meeting to order at 7:30 p.m. Tara Borden explained that she would be representing Lisa Timothy, as Lisa took a sick day today to investigate vertigo she was experiencing. Jacob Peters was introduced. He is joining the Board of Trustees as a representative from the East Lyme High School.

**Delegations from the Public:** None present

**Secretary's Minutes:** Minutes from the previous meeting of July 13, 2015 were examined. Creig Peterson moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

**Treasurer's Report:** The Treasurer's Report (cumulative through August 31, 2015) were presented. Creig Peterson had a question regarding the Annual Fund Drive Report / Printing and Mailing expenses. He wanted to know why there was such a large discrepancy in the figures for FY15 and FY 16. He will pursue the answer to this question from Lisa at the next meeting. Dave Jacobs moved that the Treasurer's Report be accepted. Seconded by Creig Peterson. Motion passed.

**Director's Report:** In Lisa's absence, Tara Borden gave the Director's Report.

- Using grant funds from the Eastern Connecticut Foundation endowment, an AWE computer is now in place in the Children's Room. This state-of-the-art workstation with educational games for children of all ages has been very well received.
- Since health insurance costs came in at lower costs, the library will be able to be open on Sundays this winter, beginning with October 18<sup>th</sup>. Sunday openings will continue until Memorial day. Annual fund drive funds will be used for books, audio visual and programming purchases, adjusting for budget cuts made this past spring.
- The library's new auditors, Murphy and Company, are busy preparing this year's audit and tax returns.
- Two new substitutes have been hired for the Circulation desk: Patricia Kmiecik and Patricia Carlin. Plans are in place to fill the full time position in the next few weeks, and also to assign a full-time staff member a few hours in Technical Services. Staff evaluations are underway.
- Current construction taking place in the building includes a new HVAC system, conversion to gas heat, insulation and lighting. All of these improvements are covered by the town budget.
- Lisa attended a book trailer workshop, and spoke with the teacher of the workshop who is willing to teach a few workshops next spring to middle school students using the funds from the LSTA grant.
- LION is setting up the infrastructure to enable patrons to pay fines online.
- The 36<sup>th</sup> Annual Fund Drive is off to a terrific start, raising more than \$18,000 in the first 2 months.
- The Annual Report will be printed soon and the state report is due in November. Plans are in place to install a "people counter" which will track the number of patrons that come to the library hourly.
- The color copier machines are generating revenue allowing for a savings on print cartridges.
- The East Lyme Library Foundation new corporate donor program is in place.
- The East Lyme Day library booth was a success.

**President's Update:** Holly met with Lisa to discuss the Annual Fund. There seems to be fewer donations, but in larger amounts this year. Holly passed around a flyer on the ACLB November 6<sup>th</sup> Library Leadership Conference to be held at the University of Hartford.

**Committee Reports:**

- **Administrative/policy** – none
- **Personnel:** - none
- **Public Relations:** - none
- **Nominating:** - none
- **Budget: update, final health care numbers** – none
- **Publications Committee** – none

**Old Business:** The topic of Assistant Secretary was discussed. Holly will send an e-mail to those not in attendance to consider taking this (optional) position. It will be discussed next meeting.

**New Business:** The topic of providing new Board members with a packet of information was discussed. Packets will be sent to the newest members. The dates for the year's board meetings have been distributed. Dave Jacobs moved to accept these dates; Loretta McIlhenny seconded. Motion passed.

**Other:** Craig Peterson mentioned that the Savings Institute is closing its office in East Lyme in November. They have a mural (approximately 3' x 2'), and thought that the library would be the ideal place to display this mural. They also have a smaller print that might be of interest. Marilyn Dunphy mentioned that it would be nice if the staff wore name tags. Dave and Holly said that this has been discussed in the past and that it was felt that name tags were not advised at this time.

**Date of next meeting:** Monday, November 9, 2015, 7:30 p.m.

There being no further business, Tony Attanasio moved the meeting be adjourned at 8:05pm. Creig Peterson seconded the motion. Motion passed.

Respectfully submitted,

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Molly A. Helms, Secretary