

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
January 4, 2016 at 7:30 p.m.

FILED IN EAST LYME
CONNECTICUT
2016 AT 10:00 AM/PM
Terley Blair
EAST LYME TOWN CLERK

Present: T. Attanasio, C. Biondi, H. Cheeseman, M. Dunphy, M. Helms, J. Hoye, D. Jacobs, L. McIlhenny, A. Mishra, R. Morrill, J. Peters, C. Peterson, B. Skinner, L. Timothy, M. Walsh, and Corinne Weber.

Call to Order: President Holly Cheeseman called the meeting to order at 7:36 p.m.

Delegations from the Public: None present

Secretary's Minutes: Minutes from the meeting of November 9, 2015 were examined. Creig Peterson moved that the minutes be accepted. Seconded by Marilyn Dunphy. Motion passed.

Treasurer's Report: The Treasurer's Report (for the six months ending December 31, 2015) was presented. Lisa Timothy said that the budget was on target, with expenditures at 50% or below. Lisa has reviewed all line items for the Annual Fund, and has revised the Annual Fund Drive Report for FY 16. There was a question on "Accruals" which was explained by Mary Walsh as expenses which have been incurred, but not yet billed. Dave Jacobs moved that the Treasurer's Report be accepted. Seconded by Barbara Skinner. Motion passed.

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

- The FY 17 budget has been submitted to the town hall 12/10/15. Staff raises were lowered, and the materials line item was increased. First Selectman, Mark Nickerson, has asked all departments to consider a 5% cut from this year's budget. This would have a devastating effect, not only in having to close on Sundays and perhaps another day as well, affect staff raises, and would result in significant cuts in materials.
- Updates of Terms and Tenures and Committee Assignments were sent to each board member.
- Lisa did a comparison with similar Connecticut libraries as to insurance for library contents, and has also been in touch with Norm Peck of Smith Insurance regarding the coverage. They both concurred that an increase from \$1,000,000 to \$1,500,000 might be a prudent step. Our current policy renews in September. We will know by July if an increase in coverage would easily fit into the budget.
- The 36th Annual Fund Drive continues with good results. This year's fund drive is expected to meet and surpass last year's totals.
- The iMovie makers (funded by our LSTA grant) have held two workshops which were very successful. Holly mentioned that it would be great if the board could view the work of the iMovie makers when their projects are complete.
- The East Lyme Library Foundation reports that two have joined the new "bookie" program: Dominion and the Mitchell Foundation. Their names, as well as other "bookies" will be listed on a plaque on display in the library.
- Lisa announced that she and Holly would be meeting with the new auditor to discuss the audit for FY15 during the week.
- Lisa also announced problems with the current delivery system for interlibrary loan. Last year the State Delivery System was responsible for half of the deliveries and a private firm for the other half. Unfortunately, the private firm was negligent in delivery and had approximately 5,000 books "stuck" in a warehouse, not being delivered. The private firm has been relinquished of its duties effective March 31, 2016. On April 1, the State system will be responsible for all of the deliveries.

President's Update: Holly mentioned that she, Lisa, Dave, and the Finance Director will go over the budget with First Selectman Nickerson. After that meeting, the Board of Selectman will meet and decide if any departments in the town need an indepth briefing on their budget. Holly also passed around two newspaper articles: one quoting a Pew Study supporting the library concept and the other, a New York Times article which discussed how libraries are evolving with the "maker movement" dispensing things such as snowshoes, ukuleles, and pots and pans.

Committee Reports:

- **Administrative/policy** – While there was no report, Dave Jacobs reported that this committee is only active when there is a need for new policy or a request that a policy is revisited or updated.
- **Personnel:** - none
- **Public Relations:** - none. Lisa mentioned that Rebecca had suggested that an article on the iPads and iMovie makers might make for an interesting topic for the newspapers.
- **Nominating:** - none
- **Budget:** Holly will let the board know when there will be a hearing by the town's finance board so that as many members can attend to support the library's budget.
- **Publications Committee** – Corinne Weber noted that the library has heard from the great grandson of the author of one of the library's publications, who says that the occupation of his great grandfather is erroneously noted in the publication. The next time this publication is reprinted, it will reflect the correction.

Old Business: Marilyn Dunphy revisited the topic of a parking space designated for ten minutes only so that patrons could easily drop off or pick up materials from the library. Lisa said the repaving scheduled for last summer is still "on hold". When that is tackled, the new LED lights proposed for the town, discussion of the traffic pattern, and the parking space would occur.

New Business: In the past replacement books were accepted when a library book was lost. However, that has proved not to be successful, as the condition / durability of the replacement has not always honored library standards. The board unanimously passed a motion that from now on replacements of missing articles will not be accepted, and fees for the replacement of said articles will be imposed.

Ron Bence who works for the town by coordinating building maintenance, has suggested camera installation in the library. Lisa mentioned that vandalism has occurred near the trash and that it would be more beneficial to have a camera or two located in the lobby so that those working the front desk would be aware of anyone entering the library. More information on location and cost is needed. It is estimated that each camera would cost in the neighborhood of \$500 per camera.

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

There being no further business, June Hoye moved the meeting be adjourned at 8:42 pm. Corinne Weber seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary