

July 18 2016 AT 10:00 AM/PM

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES ANNUAL MEETING Lesley B. Cain
 EAST LYME TOWN CLERK

July 11, 2016 at 7:00 p.m.

Next Bi-Monthly Regular Meeting: September 12, 2016 at 7:30 p.m.

Present: T. Attanasio, C. Biondi, T. Borden, H. Cheeseman, M. Dunphy, A. Fisher, M. Helms, L. Hobby, J. Hoye, D. Jacobs, A. Mishra, R. Morrill, S. Moss, J. Peters, C. Peterson, B. Skinner, L. Timothy, and C. Weber.

Call to Order: President Holly Cheeseman called the meeting to order at 7:03 p.m.

Delegations from the Public: None present

Secretary's Minutes: Minutes from the previous annual meeting of July 14, 2015 were distributed. Creig Peterson moved that the minutes be accepted. Seconded by Marilyn Dunphy. Motion passed.

Director's State of the Library Report:

Library highlights for the past year include:

- Many of the computers in the reading room have been replaced with Dell computers that run Windows 10. This uniformity is a welcome upgrade.
- Tara Borden and Ashley Doak have updated the library's web page which now includes a special children's section. This has improved navigation of the system.
- The children's department secured a major state *LSTA Grant* to offer filmmaking classes to middle school students. As a result of these classes, two students screened their work at the 2016 New Haven Film Festival. To assist children with literary skills, an AWE computer was purchased. The number of participants in the summer reading program increased last summer and Rebecca Scotka, the children's librarian, continues to publish articles on the national ALA Official Blog of the Association for Library Service to Children. The children's room storage closets underwent a major renovation this year.
- This year's annual fund set a new record.
- Lisa and Tara spent considerable time this spring speaking with each employee. When each one was asked what they liked most about working in the East Lyme Library, their response was the same. They all felt that the biggest strength was their fellow staff members. Lisa and Tara are now working on improving staff training and initiatives.
- All staff have e-mails and are expected to check them at least once during each shift. This has led to improved communication between administration and staff.
- A new auditor was hired. This year's audit resulted in changes to update the process and a recommendation to phase in a new software program over the next two years.
- An adult summer reading program has been put into place over the last two years. This program was recently the front page article of the *Lyme Times*.
- The East Lyme Foundation began a new corporate giving program which has resulted in two local businesses who have committed to giving annual donations of at least \$500 to the Foundation's endowment. This program is called the Bookie Program.
- The library has begun online payment for lost materials and late fees through the LION consortium.
- Our partnership with the Parks and Recreation Department has resulted in a joint screening of a number of movies at the beach this summer and fall and also a joint partnership in the installation of a Storywalk (outlined in goals).
- Last year we participated in Celebrate East Lyme Day and plan to make this an annual event.

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Goals for the coming year include:

- Changes to staff include:
Several staff will be trained to assist patrons with technical support, e.g., ereaders, iphones.
One staff member will learn to better identify rare books.
One staff member will write a manual on the magazine and serial operations in the library, and complete a technical services manual.
Two staff members will be trained to advertise the library's services using Publisher software.
- The library will pursue a grant to fund a strategic planner.
- The new auditor has recommended the phase out of Sage/Peachtree software and replace with Quickbooks. This change will be make it easier for more people to understand the library's accounting system and will also save on licensing fees.
- A new beach outreach program begins this summer with showing beachgoers how to download ebooks from the library and will continue to support a used book sale at the two town beaches.
- In conjunction with Parks and Recreation, a storywalk with approximately 20 stations displaying a few pages from children's books along a mile perimeter at Peretz Park will be completed later this year. This should assist children in their reading skills.
- The Library's publication committee will commence work on a new publication about the history of the women's prison in Niantic.
- The Foundation hopes to recruit more corporate members for the Bookie Program.
- The Library will host its first open house in August to introduce the public to all of the resources that the library provides. Invitations will be sent to members of the Boards of Selectman and Finance.

Nominating Committee:

Before Holly Cheeseman, Chair of the Nominating Committee, made her recommendations to the board, she proposed the following resolutions for the outgoing members of the board:

"In honor of her nine year term of continuous service on the Library's Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Publishing Committee Member, be it RESOLVED that Lois Hobby is named with Distinction as TRUSTEE EMERITUS, with most sincere thanks for her dedicated service." This resolution was seconded by June Hoye. Motion passed. Lisa presented a book that will be added to the Children's Room in honor of Lois Hobby's service to the library.

Holly Cheeseman also proposed "In honor of his nine year term of continuous service on the Library's Board of Trustees, and in recognition of his fulfillment of his Trustee duties as President of the library's Board of Trustees and Administrative Policy Committee Member, be it RESOLVED that Dave Jacobs is named with Distinction as TRUSTEE EMERITUS, with most sincere thanks for his dedicated service." This resolution was seconded by Richard Morrill. Motion passed. Lisa presented a book to Dave on History in honor of his service to the library.

Holly Cheeseman made a motion that Corinne Weber be named to another term on the Board. It was seconded by Dave Jacobs. Motion passed. Dave Jacobs made a motion that Holly Cheeseman be named to another term on the Board. It was seconded by June Hoye. Motion passed.

Holly presented the name of Patricia Carey to become a member of the Library's Board of Trustees. Discussion followed. Holly Cheeseman made the motion for Patricia to become the Board's newest member. Marilyn Dunphy seconded the motion. Motion passed.

Holly presented the following slate of officers for 2016-2017:

President:	Holly Cheeseman	Motion made by Holly Cheeseman, seconded by Marilyn Dunphy.
Vice-President:	Steve Moss	Motion made by Dave Jacobs, seconded by June Hoye.

Secretary:	Molly A. Helms	Motion made by Holly Cheeseman, seconded by Corinne Weber.
Assistant Secretary:		
Treasurer:	Richard Morrill	Motion made by Holly Cheeseman, seconded by Marilyn Dunphy.
Assistant Treasurer:	Loretta McIlhenny	Motion made by Holly Cheeseman, seconded by Barbara Skinner.

(Executive Director, Lisa Timothy)

Motions passed for all positions.

There being no further business, Marilyn Dunphy moved the meeting be adjourned at 7:15 p.m. Barbara Skinner seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary

Next year's annual meeting has been scheduled on July 10, 2017.