

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
March 29, 2016 at 7:30 p.m.

FILED IN EAST LYME
CONNECTICUT

Apr 4 2016 AT 12:30 AM/PM
Lesley A. Blas
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, S. Moss, R. Patmore, J. Peters, C. Peterson, L. Timothy, and Corinne Weber.

Call to Order: President Holly Cheeseman called the meeting to order at 7:30 p.m.

Delegations from the Public: None present

Secretary's Minutes: This meeting was originally scheduled for March 7, 2016, but was postponed due to the lack of a quorum. Minutes from the meeting of January 4, 2016 were mailed to each trustee. Creig Peterson moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

Treasurer's Report: The Treasurer's Report (for eight months ending February 29, 2016) was presented. Lisa Timothy said that all budget figures are where they should be at this time, with the exception of two line items on page three of the report. These two line items: Audio-visual materials and programs are now being funded by the Annual Fund Drive. Dave Jacobs moved that the Treasurer's Report be accepted. Seconded by Corinne Weber. Motion passed.

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

- The Audit is complete. Each trustee has a letter from the Auditors regarding this completion. It was suggested that the library switch to Quickbooks (from Sage). This could happen at the end of the contracted time to Sage (March, 2017). This topic should be revisited at the January, 2017 meeting. There was a question regarding not charging sales tax for published books the library sells, but it was revealed that the library is exempt from that tax.
- The 36th Annual Fund Drive continues with good results. This year's fund drive (so far) has received \$35,900, making it the highest amount collected.
- The iMovie makers (funded by our LSTA grant) held several successful workshops in January. A front page article on this project appeared in *The Lyme Times*. An additional workshop is scheduled for this spring and plans for a summer club is in the works.
- The library has purchased 12 new computers with grant money from the Eastern Connecticut Foundation. All computers that predate 2010 have been replaced.
- Online payments for library fees continues to be a successful venture.
- The development of a new nonfiction book club will debut later this spring or early summer.
- Liz Kuchta has applied for a grant to receive a consultation of the state's travelling archivist.
- The East Lyme Library Foundation continues to work on soliciting local businesses to become part of the new "bookie" program. The names of Dominion and the Mitchell Foundation will appear on the plaque. Lisa showed a picture of the chosen plaque, which has a scallop shell design.
- Lisa announced that on May 6th, there will be a reception to honor the donations which were made to the library in memory of Nancy Collins. Over \$3,000 was donated for the purchase of books for the Children's Section.
- Lisa also announced that the problems with the delivery system for interlibrary loans are still being worked out in the last phase of the transition.

President's Update: Holly mentioned that she attended the last segment of the iMovie makers presentation and that she was very impressed with the work that these young filmmakers produced.

Holly said that it is time to revise the library's Strategic Plan. By updating the Strategic Plan to reflect the changing demographics, this would put the library in a stronger position as we move forward.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report
- **Public Relations:** - Nothing to report.
- **Nominating:** - Holly presented Steve Moss to be considered for a vacant position on the Trustees, and so moved. This motion was seconded by Dave Jacobs. Motion passed. Holly also mentioned that this summer there will be a couple of vacancies on the board. It was mentioned by Dave Jacobs that Abe Fischer, who served on the board for 18 years, is interested in serving the community again in this capacity. Holly mentioned that the board is always looking for any persons who are interested in serving on the Board of Trustees.
- **Budget:** Holly reminded the trustees that there will be a hearing by the town's finance board on Wednesday of this week and encouraged members to attend to support the library's budget. Lisa passed out copies of a handout she will present to members of the Finance Committee.
- **Publications Committee** – Nothing to report.

Old Business: Marilyn Dunphy revisited the topic of a parking space designated for ten minutes so that patrons could easily drop off or pick up materials from the library. Lisa said that nothing has happened on this matter as yet. Marilyn volunteered to contact the Town Engineer and the First Selectman to pursue this topic.

New Business: In the FY15 Audit Report, it was suggested that the library adopt a functional expenses policy. This change would make the tracking more transparent, and easier for the auditors. This would also make it easier when applying for grants. Holly made a motion that The Board of Trustees of the East Lyme Library will adopt a functional expenses allocation policy for the purposes of its audit, the allocation to be calculated based on square footage of the building and actual cost and time spent working on the various programs and other library activities. The policy was seconded by Richard Morrill. Motion passed.

There was a question about putting the completed 990 tax return on the library's webpage. After much discussion, it was decided that since anyone who would like to view this document can do so by contacting Lisa. Putting it online would not serve any purpose.

Date of next meeting: Monday, May 2, 2016, 7:30 p.m.

There being no further business, Richard Morrill moved that the meeting be adjourned at 8:20 pm. Dave Jacobs seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary