

FILED

EAST LYME PUBLIC LIBRARY *Nov 17*
MINUTES of the BOARD of TRUSTEES MEETING *20 16* AT *2:30 AM* *(PM)*
November 14, 2016 at 7:30 p.m. *William Yulm, Jr*
EAST LYME TOWN CLERK

Members Present: T. Borden, P. Carey, H. Cheeseman, M. Dunphy, A. Fisher, M. Helms, L. McIlhenny, R. Morrill, S. Moss, R. Patmore, J. Peters, C. Peterson, L. Timothy, M. Walsh, and C. Weber.

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

Delegations from the Public: none

Secretary's Minutes: Minutes from the meeting of July 11, 2016 were mailed to each trustee. Corrections were made to the last line under **Delegations from the Public** to now read: The Strategic Plan will be kept as reference to peruse when the time to expand is imminent. Creig Peterson moved that the minutes be accepted as corrected. Seconded by Patricia Carey. Motion passed.

Treasurer's Report: The Treasurer's Report (for four months ending October 31, 2016) was mailed prior to tonight's meeting. Lisa Timothy said that the percentage of the budget figures are where they should be at this time. One piece of equipment which had to be replaced was the Kardvyer for the main desk, it was replaced with ~~along with~~ a cabinet to house it. We were reminded that any shortfall in the materials line item continues to be picked up by monies from the Foundation and Annual Fund. Corinne Weber moved that the Treasurer's Report be accepted. Seconded by Loretta McIlhenny. Motion passed.

Director's Report:

Lisa gave her report as follows:

- The first draft of the library's FY18 budget was sent to all trustees, and is discussed in detail under **Committee Reports**.
- Lisa is currently in discussion with Norm Peck regarding the library's insurance coverage. The insurance for library content is currently one million and Lisa asked Norm to get bids on coverage of \$2.5 million for library content. This would result in a significant increase in premiums, so Lisa has is considering asking asked Norm to hire an appraiser to see if his/her appraisal would equal a 1-1/2 million increase. Lisa is also pursuing a bid from CIRMA, which the town uses for some of their coverage.
- Lisa has shared with the board a draft of Request for Proposal (RFP) to hire a strategic planner. Lisa plans to post this RFP before the end of November, and has asked that members of the board look over the draft and get back to her by Wednesday or Thursday of this week with any suggestions and/or changes. The draft was submitted as part of the Letter of Intent for a grant to the Community Foundation of Eastern Connecticut that will cover at least two-thirds of the cost of this consultant. Lisa asked for volunteers to serve on a strategic planning committee. Those who volunteered were Patricia Carey, Holly Cheeseman, Abe Fisher, Steve Moss, and Creig Peterson. Lisa also mentioned that she is serving on the strategic planning committee for LION this year.
- Lisa attended the ACLB (Association of Connecticut Library Boards) Conference. She sent a sheet with the link to their current handbook for library trustees in the trustee mailing, as well as a worksheet describing the roles of Library Director, Trustees and Friends group. East Lyme has the Foundation instead of a Friends group.
- The manager's letter from this year's audit was sent to each trustee.
- The library now accepts credit and debit card payments for all library services.
- Lisa reported that the East Lyme Library Foundation has received a most generous donation of \$125,000 from the estate of Wilbur Beckwith.

President's Update: Holly mentioned that she attended the annual library conference as well and she would like to see the East Lyme Library propose a grant to digitize the contents of The East Lyme Room which would then make the information available to residents once it is placed online. There is a Lisa and Liz Kuchta met with the traveling archivist who will help which would organize the contents of the room before it could be digitized. There is some duplication in content.

Holly mentioned that she is stepping down as Selectman as she was recently elected to the State Representatives. She will inquire as to whether there is any conflict with her remaining President of the Library Trustees.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report
- **Public Relations:** - June Hoyer was not in attendance, but Lisa mentioned that there was an article on the two new databases in the *Lyme Times*, and June is currently working with June on another article which will focus on the museum passes that the library offers.
- **Nominating:** - Nothing to report.
- **Budget:** - In the draft of the FY18 budget, Lisa has increased healthcare by 15%, until she is able to put in the actual cost. She is asking the town government for a 7.6% increase which would cover some costs of the new databases and return some of the materials budget that has been drastically cut the past two years. The budget also asks for an increase in part-time funding to cover the 1:1 gadget sessions and the chronic shortfall in part-time funding. The premium for contents insurance will increase once the dollar amount to insure is finalized and all bids come back for consideration. The fee for the library's audit has increased by \$500 next year (via the three year contract signed two years ago). Lisa also added the cost of a new carpet for the library into the town's capital costs projected five-ten years from now.
- **Publications Committee** – Nothing to report.
- **Executive:** - Nothing to report.

Old Business: Lisa recently attended a meeting on the C-Car delivery system as it continues to recover. There is no backlog of materials at the East Lyme Library, but several libraries still have backlogs. The State Library has hired a consultant from Kansas to evaluate the delivery system, and the consultant's report is due the end of January. Lisa and other librarians have asked that the restriction of five holds be increased to ten and have also asked that the restriction of not being able to put a hold on new non fiction books be lifted.

Also under old business, Lisa read the list of Committee Assignments and asked that each trustee review their assignments and to either let her or Holly know of any additions or changes to these committees.

New Business. Holly encouraged all trustees to review the draft of RFP (as outlined in the Director's Report (above) and get back to Lisa with any changes by Wednesday or Thursday of this week.

Date of next meeting: Monday, January 9, 2017, 7:30 p.m.

There being no further business, Marilyn Dunphy moved that the meeting be adjourned at 8:30 pm. Creig Peterson seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary