

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES MEETING
 September 12, 2016 at 7:30 p.m.

Sept 21 20 16 AT 3:45 AM
 Kaur Yalmar
 EAST LYME TOWN CLERK

Members Present: T. Attanasio, T. Borden, P. Carey, H. Cheeseman, M. Dunphy, A. Fisher, M. Helms, J. Hoye, L. McIlhenny, A. Mishra, R. Morrill, S. Moss, R. Patmore, J. Peters, C. Peterson, B. Skinner, L. Timothy, and M. Walsh. Also present was guest, Richard Waterman.

Call to Order: President Holly Cheeseman called the meeting to order at 7:30 p.m. Patricia Carey was welcomed as a new member to the board.

Delegations from the Public: Richard Waterman, retired East Lyme teacher and current member of the East Lyme Library Foundation Board, presented a Strategic Plan for the Expansion of the East Lyme Town Library. Mr. Waterman prepared the plan himself, explained the various components to reconfigure the existing space, and passed out his plan to each member. Part of his handout was a letter to Holly Cheeseman stating that he would like to become a member of the Board of Trustees. No action was taken on the Strategic Plan nor on his request to become part of the Board. The Strategic Plan will be kept as reference to peruse when the time is expand is eminent.

Secretary's Minutes: Minutes from the meeting of July 11, 2016 were mailed to each trustee. Creig Peterson moved that the minutes be accepted. Seconded by Marilyn Dunphy. Motion passed with abstentions from Patricia Carey and Mary Walsh.

Treasurer's Report: The Treasurer's Report (for two months ending August 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, even the line item for Materials. When the Materials line item was cut, it was decided that any overage would be picked up by monies from the Foundation and Annual Fund. Loretta McIlhenny moved that the Treasurer's Report be accepted. Seconded by Rosemary Patmore. Motion passed. Lisa stated that it is becoming more evident that the current accounting software, Peachtree, has reached its limits and it is time to switch to Quick Books. Quick Books has been purchased and Lisa will be attending a Quick Books workshop.

Director's Report: Lisa received two thank you notes from Dave Jacobs and Lois Hobby which she passed around the table for all to read.

Lisa gave her report as follows:

- The 37th Annual Fund Drive is in progress with \$17,000 in donations so far. Our new web page has the capacity to accept donations online via PayPal. The Annual Report of the library is currently being printed.
- The Circulation Desk will soon accept credit and debit cards to pay for fines and other fees. This will cost the library \$35 per month, but the patron appeal and increase in payment rates will offset this fee.
- As of September 1st, the library has two new databases. The first is *Lynda.com*, which is a website that offers thousands of instructional videos and classes on technology and business skills. The other new database, *JobsNow*, offers employment assistance and help for those seeking to change their careers. These were announced in the latest newsletter.
- A flyer on the Association of Connecticut Library Boards conference was sent out with the mailing. This will be held Friday, November 4 at the University of Hartford. Lisa asked that anyone interested contact her or Holly.
- There is now a new 10 minute parking spot in front of the building designated for dropping off books at the library. An enthusiastic round of applause was given to Marilyn Dunphy who is the person

