

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
May 1, 2017 at 7:30 p.m.

FILED IN EAST LYME
CONNECTICUT
May 12, 2017 AT 10:30 AM PM
Lesley A. Blais
EAST LYME TOWN CLERK

Members Present: T. Attanasio, H. Cheeseman, M. Dunphy, A. Fisher, M. Helms, J. Hoye, L. McIlhenny, R. Morrill, S. Moss, R. Patmore, J. Peters, C. Peterson, L. Timothy, and C. Weber. Marc Salerno, from the Board of Selectmen, was also in attendance.

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

Delegations from the Public: Mark Salerno gave an update of current East Lyme projects, including the banning of dogs from the Boardwalk from Memorial Day through Labor Day, and the fact that the budget now includes a ten year plan. He also announced that as of June 1st, East Lyme will have its own police department.

Secretary's Minutes: Minutes from the meeting of January 9, 2016 were mailed to each trustee. Creig Peterson corrected on page one, paragraph: four, line: five under Delegations from the Public: The sentence should read "The proposed Costco store project is awaiting approval from a state agency," instead of "the state department". June Hoye moved that the minutes be accepted as corrected. Seconded by Loretta McIlhenny. Motion passed.

Treasurer's Report: The Treasurer's Report (as of April 30, 2017) was mailed prior to tonight's meeting. Lisa Timothy talked about the new format of the budget as the conversion of the library's financial system has been completed from Sage to Quickbooks. This format is more user friendly and Lisa reported that the budget figures are where they should be. Steve Moss moved that the Treasurer's Report be accepted. Seconded by Marilyn Dunphy. Motion passed.

Director's Report:

Lisa gave her report as follows:

- Lisa was pleased that at the last Board of Finance meeting \$8,000 has been restored to the library budget. She commended all those who attended, particularly Patricia Carey and Dave Jacobs who both spoke in support of the library. Lisa is hopeful that the library may not have to be closed on Sundays next year.
- Lisa stated that the library is getting a grant from the Community Foundation of Eastern Connecticut grant to pay for some of the cost of the strategic planning initiative.
- Lisa mentioned that the Storywalk has been changed, and will be changed every 6-8 weeks over the summer.
- Regarding deliverIt (state interlibrary loan delivery system), Lisa mentioned that the state will deliver a minimal amount of material to all libraries beginning July 1, 2017. This is not acceptable as it represents a small portion of the East Lyme Library requests. This program is being addressed by all libraries to come up with an equitable solution.
- The Foundation bus trip this year will be held on Wednesday, June 28 and will include visits to the Mark Twain and Harriet Beecher Stowe Houses. Lunch will also be included. Tickets will be available to purchase at a later date.
- East Lyme Day will be held July 15, 2017. The library and foundation will sponsor a tent. Anyone who is interested in volunteering for an hour or two is asked to contact Lisa.

President's Update: Nothing to report.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Creig Peterson reported that his committee has met and are prepared to present the following motions as changes to the current Library Personnel Policy:
Marilyn Dunphy moved to add the following to the benefits section of the Circular T.51 Personnel Policy: **Health Insurance:** The Town of East Lyme’s plan offers full-time employees health insurance with some cost paid by the employee. Single, couple, and family options are available. This motion was seconded by June Hoye. Motion passed.
Creig Peterson moved that under the **Pension Plan:** All new full time library employee hires beginning July 1, 2017, will be in the Defined Contribution Plan. All current full time library employees with less than the 10 years of service for vesting in the Defined Benefit Pension Plan will be provided with an analysis of benefit to convert from Defined Benefit Pension Plan to the Defined Contribution Pension Plan. The existing full time library employees will be given a choice to convert or remain in the existing plan. This motion was seconded by Rosemary Patmore. Motion passed.
Rosemary Patmore moved to renumber the benefits section of the Circular T.51 Personnel Policy so that all items are in a numerical sequence. This motion was seconded by Marilyn Dunphy. Motion passed.
- **Public Relations:** - June Hoye passed around an article on “Behind the Scenes in the Library” which recently appeared in the news.
- **Nominating:** - In July we will have three vacancies on the board, and Holly reported that she has four candidates to be considered for these vacancies.
- **Budget:** - Lisa again thanked all those who supported the library at the recent Board of Finance meeting.
- **Publications Committee** – Nothing to report.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** This committee will soon meet to begin this process.

Old Business: Lisa mentioned that new Intellectual Freedom / Censorship Committee has met. The Code of Ethics guidelines were initially imposed 15 years ago, but were readopted in 2008. This committee (Lisa, Trish Carey, and Marilyn Dunphy) will continue to meet and discuss these principles.

New Business. June Hoye asked if we can revisit the possibility of a start time for the board meetings next year to 7 p.m. instead of 7:30. This will be added to the agenda for the July meeting.

Date of next meeting: Monday, July 10, 2017, 7:00 p.m. start time for the Annual Meeting followed by the regular board meeting.

There being no further business, June Hoye moved that the meeting be adjourned at 8:08 pm. Steve Moss seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary