

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
January 9, 2017 at 7:30 p.m.

Members Present: T. Attanasio, H. Cheeseman, M. Dunphy, A. Fisher, M. Helms, J. Hoye, L. McIlhenny, A. Mishra, R. Morrill, J. Peters, C. Peterson, B. Skinner, L. Timothy, 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 November 14, 2016 were mailed to each trustee. Creig Peterson moved that the minutes be accepted. Seconded by Barbara Skinner. Motion passed.

Treasurer's Report: The Treasurer's Report (for six months ending December 31, 2016) was mailed prior to tonight's meeting. Lisa Timothy said that the percentage of the budget figures are where they should be half way through the year. Loretta McIlhenny moved that the Treasurer's Report be accepted. Seconded by Corinne Weber. Motion passed.

Director's Report:

Lisa gave her report as follows:

- Two Library Budgets were sent to all trustees, and is discussed in detail under **Committee Reports**.
- An updated Board Committee list has been distributed, which now includes a Strategic Planning Committee.
- Lisa reported that two parties have shown an interest in submitting proposals. The committee will meet shortly to begin the selection process for a strategic planner. Members of this committee include Patricia Carey, Holly Cheeseman, Abe Fisher, Steve Moss, and Creig Peterson.
- Regarding deliverIt (state interlibrary loan delivery system), a consultant has been hired by the state library to make suggestions to fix the problems of this delivery system. Lisa also mentioned that the state has not gotten back to her and the other Library Directors who requested that the holds limit be raised from 5 to 10 items and that the restriction on sharing new non-fiction be lifted.
- The Community Center parking lot will be renovated this spring, creating more space for parking and traffic. Renovation plans are on display in the lobby.
- Two bids have been submitted to convert the library's financial system to QuickBooks from Sage. Lisa and Judy will hire one of these consultants this month.
- Four small shopping carts have been purchased to assist elderly and disabled patrons as they select items from the library. These will also be useful for patrons with small children in tow. This suggestion came from one of our library patrons.
- The Lion consortium has added Shoutbomb to their services. Shoutbomb allows patrons to opt into a system where they will receive text messages about overdue items and other library matters.
- Lisa described Metabooks, a new technology offering for Apple products. Wally Lamb's latest book is available as a Metabook, which may be purchased though Amazon.
- Lisa asked if any of the trustees used Play Away, and Marilyn Dunphy responded that she gets her Play Away tapes from the Waterford Library. Lisa will look into the possibility of providing East Lyme patrons with this service.

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Jan 13 2017 AT 3:20 AM (PM)
Karen [Signature]
EAST LYME TOWN CLERK

President's Update: Holly mentioned that she has begun her term as a State Representative in Hartford, and that she has received her committee assignments. She has stepped down as Selectman, but will continue to remain President of the Library Trustees, as that position poses no conflict.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report
- **Public Relations:** - June Hoyer passed around the article on Lynda.com which recently appeared in the Events Magazine. This new service available to East Lyme Library patrons is designed to assist in the pursuit of personal and professional goals. June also mentioned that she will produce an article on museum passes later in the year.
- **Nominating:** - Nothing to report.
- **Budget:** - Included in the Trustee mailing were two General Fund Budgets for FY2017/2018. As requested by the Town Hall, Lisa provided two separate budgets: one a “Needs” budget, as well as a “Wants” budget. Lisa has increased healthcare by 12%, until she is able to put in the actual cost. The “Needs” budget requests only a 2.5% raise for staff, the health insurance increase of 12%, contractual obligations we are currently honoring, and “whatever else we need to simply keep the lights on next year.” The “Wants” budget includes a request for more salary for part time coverage, and a restoration of our materials budget to what it was almost two years ago. Lisa has also made a request 5-10 years out for replacement carpeting for the library. Lisa and Tara have met with Mark Nickerson on the proposed budgets.
- **Publications Committee** – Corinne Weber reported that she put a display in the foyer listing all the current publications for sale, and welcomes any suggestions for future publications.
- **Executive:** - Nothing to report.

Old Business: As mentioned above, 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.

Also under old business, Holly asked that each trustee review their assignments as sent in the recent mailing.

New Business. Lisa passed out a flyer regarding a lecture that Tara Borden has organized. This lecture will detail how to tell real news from fake news, and will be held January 31st.

Date of next meeting: Monday, March 6, 2017, 7:30 p.m.

There being no further business, Marilyn Dunphy moved that the meeting be adjourned at 8:15 pm. June Hoyer seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary

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