

FILED

EAST LYME PUBLIC LIBRARY ^{July 17}
MINUTES of the BOARD of TRUSTEES ANNUAL MEETING 20 17 AT 10:20 AM/PM

July 10, 2017 at 7:00 p.m.

Karen Gulley, CL
EAST LYME TOWN CLERK

Next Bi-Monthly Regular Meeting: September 11, 2017 at 7:00 p.m.

Present: T. Borden, P. Carey, H. Cheeseman, J. Dugan, A. Fisher, M. Helms, J. Hoye, D. Jacobs, L. McIlhenny, A. Mishra, R. Morrill, S. Moss, R. Patmore, J. Peters, C. Peterson, L. Timothy, C. Weber, and M. Zamarka.

Call to Order: President Holly Cheeseman called the meeting to order at 7:06 p.m.

Delegations from the Public: None present

Secretary's Minutes: Minutes from the previous annual meeting of July 12, 2016 were distributed. Creig Peterson moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

Director's State of the Library Report:

Library highlights for the past year include:

- **Staff Initiatives:** A chart was developed in which technology expertise is paired with staff in order to better assist patrons. A periodicals manual was also developed. Two staff members have been trained in Publisher, and three staff members attended a video production workshop.
- **Strategic Planning:** A Strategic Planning Committee has been formed resulting in an RFP for a strategic planner with three national firms responding. One firm was selected and a grant request to the Community Foundation of Eastern Connecticut for \$7,500 was successful. These monies will pay for strategic planning.
- **QuickBooks:** The library's accounting system has been converted from Sage/Peachtree to QuickBooks software.
- **Beach Outreach:** Informational brochures and sunscreen with the library's logo and information were handed out to beachgoers at McCook's Beach and left on the book sale carts at McCook's and Hole-In-The-Wall Beach. The Children's Department held Story Time at the beach in August on Monday and Friday mornings.
- **Storywalk:** This opened last year at Peretz Park. A new story is put into place every other month during the warmer months.
- **New Publication:** Groundwork has been put into place for the publication about the history of the women's prison in town. This project is in need of grants in order to proceed further.
- **Promotion of the Library and Foundation:** The Foundation held a bus trip and gave a presentation at Rotary. The Foundation is currently updating its bylaws. A significant bequest was made to the Foundation.
- **Summer Open House:** The library's first open house was held in August and due to its success, another is in the works for this August.

Additional Accomplishments for the Past Year:

- The library's web page has been updated, which received an honorable mention in publicity from the Connecticut Library Association.
- Each department now has a *Health and Safety Manual*.
- Two new databases, *Lynda.com* and *JobsNow* have been added to the library collection.

- A significant increase has been documented in YA resources and program attendance.
- The library co-sponsored outdoor movies last September with Parks and Rec.
- Patron payment via credit and debit cards is now in place.
- A regular cabinet replaced a Kardveyer, which resulted in significant savings.
- The library increased its content insurance.
- LION added Shoutbomb which is a text-servicing program.
- Small shopping carts were purchased for patrons with mobility issues.
- Board member, Marilyn Dunphy, was responsible in having a parking space designated for library patrons making quick drop offs to the circulation desk.
- The Board of Trustees added an intellectual freedom committee.
- The staff handled a severe challenge from the state's interlibrary loan delivery system.
- Pension changes to T-51 and health insurance benefits were added to the T-51 policy.

Goals for the coming year include:

- Protect library services including the changes in the state delivery system. This may require significant effort and new ideas or realities.
- Conduct a Strategic Planning process.
- Continue to update job descriptions and examine the institutional flow chart as it is impacted by strategic planning and pending retirements.
- Livestream library programs in compliance with copyright law.
- Continue working on the library's new "publication," which may take the form of a local history website instead.
- More specific goals will be determined as a result of the strategic planning process.

Nominating Committee:

Before Holly Cheeseman, Chair of the Nominating Committee, made her recommendations to the board, she asked for a motion to propose the following resolutions for the outgoing members of the board. Abe Fisher moved that resolutions be given to honor the four trustees who were leaving the board. The motion was seconded by Patricia Carey. Motion passed.

Holly then read the following resolutions:

"In honor of her nine year term of continuous service on the Library's Board of Trustees, and in recognition of her fulfillment of her Trustee duties, be it RESOLVED that June Hoyer is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service."

"In honor of her nine year term of continuous service on the Library's Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Assistant Secretary (2009-2012), be it RESOLVED that Barbara Skinner is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service."

"In honor of her nine year term of continuous service on the Library's Board of Trustees, and in recognition of her fulfillment of her Trustee duties, be it RESOLVED that Mary Walsh is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service."

"In honor of his three year term of service on the Library's Board of Trustees, and in recognition of his fulfillment of his Trustee duties as High School Representative, be it RESOLVED that Akash Mishra is recognized for his distinguished service with grateful and sincere thanks for his significant contributions to the library."

Lisa mentioned that each of these recipients will receive a book at a future meeting.

Holly Cheeseman made a motion that Tony Attanasio, Molly Helms, Loretta McIlhenny, and Richard Morrill be named to another term on the Board. It was seconded by June Hoye. Motion passed.

Holly presented the names of Jack Dugan (high school representative), Dave Jacobs, Lois Hobby and Mark Zamarka to become members of the Library's Board of Trustees. Holly Cheeseman made the motion for Jack, Dave, Lois, and Mark to become the Board members. Abe Fisher seconded the motion. Motion passed.

Holly nominated the following slate of officers for 2017-2018.

President:	Holly Cheeseman
Vice-President:	Steve Moss
Secretary:	Molly Helms
Assistant Secretary:	
Treasurer:	Richard Morrill
Assistant Treasurer:	Loretta McIlhenny
(Executive Director,	Lisa Timothy)

A motion was made by Holly Cheeseman to accept this slate of officers for 2017-2018. Abe Fisher seconded the motion. The motion passed.

There being no further business, Patricia Carey moved the meeting be adjourned at 7:15 p.m. Corinne Weber seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary

Next year's annual meeting has been scheduled on July 9, 2018.

