

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES MEETING
 July 10, 2017 at 7:30 p.m.

July 17 2017 AT 10:20 AM/P
 (Cammie Yalton, CL)
 EAST LYME TOWN CLERK

Members Present: T. Borden, P. Carey, H. Cheeseman, J. Dugan, A. Fisher, M. Helms, J. Hoye, L. McIlhenny, 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 7:19 p.m.

Delegations from the Public: None.

Secretary's Minutes: Minutes from the meeting of May 1, 2017 were mailed to each trustee. Creig Peterson corrected on page one, under Delegations from the Public, line two. It should read "banning of dogs from the Boardwalk all year, the banning of dogs from the Beach from Memorial Day through Labor Day . . ." Loretta McIlhenny moved that the minutes be accepted as corrected. Seconded by Richard Morrill. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through June 30, 2017) was distributed. Lisa Timothy talked about the new QuickBooks format of the budget which is in the process of putting the reports into a version to make it more user friendly. Lisa gave the news that the library will not be closed on Sundays as a carryover fund wound up being higher than anticipated. Corinne Weber moved that the Treasurer's Report be accepted. Seconded by Steve Moss. Motion passed.

Director's Report:

Lisa gave her report as follows:

- **FY18 Budget:** While Lisa is still waiting for the final amount for the health insurance line, she is very encouraged about the fact that the library is able to be open on Sundays.
- **Strategic Planning:** The kickoff will happen on July 19th. She asked for three volunteers to attend a pilot workshop for an hour and a half on that day. Richard Morrill volunteered. The student representatives will check and see if one of them can attend, and Lisa will call Lois Hobby to see if she is available to attend.
- **Staff Evaluations:** The staff continues to come up with lots of good ideas and continuous improvement. They have been working very hard with the deliverIt situation and the summer reading program.
- **Sexual Abuse and Misconduct Prevention and Reporting Policy:** Our new insurance company has requested this policy. Said policy was included in everyone's mailing. Voting on the policy will take place later in the meeting.
- **deliverIt:** The state will shut down this book transportation system for the first 2 weeks in July, then begin a service limited to 3 bins a day, 5 days a week. This plan does not meet the needs of the East Lyme Public Library. Estimated cost of a potential LION delivery system is \$50,000 annually.
- **LION:** A new LION director, Mr. Joseph Farara of Jeffersonville, Vermont will begin his duties August 14, 2017. Also of note is that LION will implement an improved catalogue system in May of 2018.
- **Foundation Bus Trip:** The bus trip held June 28 was a success and raised almost \$500 for the Foundation endowment. A second trip is planned for October.
- **East Lyme Day:** The library and foundation will once again have a tent on Saturday, July 15 from 3-8 p.m. Lisa passed a sign-up sheet around to get volunteers to work an hour or two.
- **Library Open House:** This will be held Saturday, August 12th from 10a.m.-12p.m.
- **Reception to honor Volunteers:** This will be held Thursday, August 17th from 10a.m.-12p.m.

President's Update: Nothing to report.

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Committee Reports:

- Administrative/policy – Nothing to report.
- Personnel: - Nothing to report.
- Public Relations: - Nothing to report.
- Nominating: - Action taken this evening.
- Budget: - Budget explained earlier by Lisa
- Publications Committee – Since June is leaving the board, a new chair of this committee needs to step forward.
- Executive: - Nothing to report.
- Strategic Planning Committee: July 19th kickoff scheduled

Old Business: DeliverIt continues to be a puzzle. We will see what develops when the new system starts up. We may have to hire a driver.

New Business. The topic of a 7 p.m. start time was revisited. Since there was no objection, the meetings for the coming year will begin at 7 p.m. instead of 7:30.

All present were asked to sign on the Sexual “harassment” policy verifying that each trustee had received a copy. Dave Jacobs moved that we accept the East Lyme Public Library Sexual Abuse and Misconduct Prevention and Reporting Policy. It was seconded by Creig Peterson. Motion passed.

Date of next meeting: Monday, September 11, 2017, (The first Monday is Labor Day.)

There being no further business, Creig Peterson moved that the meeting be adjourned at 8:17 pm. Steve Moss seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary