

Nov 13 2017 AT 1:40 AM/PM

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES MEETING EAST LYME TOWN CLERK
 November 6, 2017 at 7:00 p.m.

Members Present: P. Carey, H. Cheeseman, J. Dugan, M. Dunphy, E. Gong, D. Jacobs, M. Helms, L. Hobby, D. Jacobs, L. McIlhenny, R. Morrill, S. Moss, R. Patmore, J. Peters, C. Peterson, L. Timothy, and M. Zamarka. Also present was M. Salerno from the Board of Selectmen.

Call to Order: President Holly Cheeseman called the meeting to order at 7:02 p.m.

Delegations from the Public: None.

Secretary's Minutes: Minutes from the meeting of September 11, 2017 were mailed to each trustee. Steve Moss moved that the minutes be accepted. Seconded by Jack Dugan. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through October 31, 2017) was mailed to each trustee. Lisa Timothy said that the budget was "on target". Loretta McIlhenny moved that the Treasurer's Report be accepted. Seconded by Jack Dugan. Motion passed.

Director's Report:

Lisa gave her report as follows:

- **Strategic Planning:** The report on this is under Committee Reports.
- **deliverIt (book transportation system):** This is discussed under Old Business.
- **Annual Report:** Lisa reported that the library's Annual Report is being printed, and that the state report to the State Library has been filed.
- **Library Audit:** The audit of the library finances has been completed and everything is in order. A letter with the specifics will be sent to each trustee.
- **Library Outreach:** Lisa presented a workshop on public library outreach to prison libraries at the New England Library Association Conference.
- **Foundation News:** The library foundation is in the process of sending out a mailing with the hopes of increasing the endowment. The foundation October trip was cancelled.
- **Committee Listing:** Lisa passed the Trustee Committee Listing around so that each member could verify their commitment to the committees. Lisa also mentioned that the chair of the Public Relations Committee is still vacant and are looking for someone to step forward.

President's Update: Holly mentioned that the state budget which was just passed is a bipartisan budget and that the state library received flat funding. She recently attended the library trustee conference and reiterated how important the focus on Strategic Planning is at this time.

Committee Reports:

- **Administrative/policy** – Nothing to report. However, Lisa said that this committee needs to develop a policy that deals with harassment situations involving employees or patrons. Lisa has pulled policies from other libraries to consult.
- **Personnel:** - Nothing to report.
- **Public Relations:** - Nothing to report. However, Lisa mentioned that early spring would be a good time to have an article on the LION delivery system.
- **Nominating:** - Nothing to report.

- **Budget:** - The good news is that the library will not have to suffer any closings or shorter hours with the budget constraints. This year's budget reflects a small increase in health insurance and staff salaries. Lisa submitted a bare bones first draft FY19 budget proposal. Several trustees felt that the budget should be increased in a few areas, such as materials, and specifically books since this line item has taken quite a beating over the past three years.
- **Publications Committee** – Nothing to report. This committee is still looking for a chair.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** The final workshop will be November 14. This workshop will pour over all the ideas which have been presented in the hopes of selecting one or two projects that are key for the library at this time. The chosen projects must also meet the criteria of being feasible. Lisa mentioned that occasionally there are complaints from patrons that there is too much noise in the reading area which further underlines that fact that the library could use more space.

Old Business: Lisa reported that the new LION delivery system has been wonderful. The backlog of hold requests are now regular and predictable. The LION consortium consists of 28 libraries.

New Business. Lisa reported that new envelopes are being printed with the new letterhead. She also reiterated that the audit went well and a letter will be sent to all trustees with the specifics.

Date of next meeting: Monday, January 8, 2018.

There being no further business, Creig Peterson moved that the meeting be adjourned at 7:46 pm. Jacob Peters seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary