

FILED

Jan 17 2018 AT 12:05 AM/PM

EASTLYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES MEETING
January 8, 2018 at 7:00 p.m.

Kenneth Helms
EAST LYME TOWN CLERK

Members Present: T. Attanasio, J. Dugan, M. Dunphy, E. Gong, A. Fisher, M. Helms, D. Jacobs, L. McIlhenny, S. Moss, C. Peterson, L. Timothy, and M. Salerno from the Board of Selectmen.

Call to Order: In the absence of President, Holly Cheeseman, Vice President Steve Moss called the meeting to order at 7:02 p.m.

Delegations from the Public: None.

Secretary's Minutes: Minutes from the meeting of November 6, 2017 were mailed to each trustee. It was mentioned that Dave Jacobs' name appeared twice in **Members Present**. Dave had a question regarding **President's Update**. Molly Helms contacted Holly who confirmed that the sentence as presented should remain. Steve Moss moved that the minutes be accepted, as corrected. Seconded by Abe Fisher. Abstention by Tony Attanasio. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through December 31, 2017) was mailed to each trustee. Lisa Timothy said that the budget was "on track", with the exception of AV materials. To make up for this deficit, the Annual Fund was tapped. Abe Fisher moved that the Treasurer's Report be accepted. Seconded by Dave Jacobs. Abstention by Tony Attanasio. Motion passed.

Director's Report:

Lisa gave her report as follows:

- **Strategic Planning:** While the strategic planners are hoping to get even more feedback, a final presentation will be made to the board sometime in February. Lisa asked the members of the board for a time that would be most agreeable to all, and it was determined that a Saturday would be the preferred time. Lisa will contact the planners and see what works into their schedule and get back to the board.
- **FY18 Budget:** In December \$21,000 was removed from this year's library budget. While scraping by for the rest of the year, Lisa will keep a close eye on the budget. Fortunately, no hours have been reduced as yet. There will be a much smaller carry forward for next year's FY19's budget, which was reflected in the revised budget she submitted to town hall on 12/21/17.
- **FY19 Budget:** This revised budget was included in the trustee mailing. LION fee increases for next year total \$6,475 (\$2,110 for general fees, \$399 for online materials, and \$3,966 for delivery service). The smaller carry forward is reflected in the budget as well as the \$10,000 materials increase that the board asked to be included at the last meeting.
- **New Policies:** A new harassment policy and a staff disciplinary policy were included in the mailing. These proposals will be voted on under Committee Reports.
- **deliverIt (book transportation system):** The LION delivery system is working well (about three deliveries each week) and is meeting the library's needs at this time. This system will cost the library \$3966 next year. The state delivery system continues to be limping along.
- **Library Audit:** The Audit Management Letter was included in the mailing. The audit found no irregularities in the library budget.
- **Foundation Targeted Mailing:** The Foundation mailing late last year resulted in an additional \$2,000 so far.

President's Update: In the President's absence, there was no update.

Committee Reports:

- **Administrative/policy** – The new East Lyme Public Library Harassment Policy was presented. Molly Helms moved that the policy be accepted. Loretta McIlhenny seconded this motion. There was some discussion. Motion passed.
- **Personnel:** - The new East Lyme Public Library Staff Disciplinary Policy was presented. Loretta McIlhenny moved that the policy be accepted. Marilyn Dunphy seconded this motion. There was some discussion. Motion passed.
- **Public Relations:** - An article on the LION delivery system has been tabled until the next meeting.
- **Nominating:** - Nothing to report.
- **Budget:** - Lisa submitted the FY19 budget that was submitted to the town hall in December. Marilyn Dunphy praised Lisa for her due diligence on this demands of an ever changing scenario within the budget. Her praise for Lisa was echoed throughout the committee.
- **Publications Committee** – Nothing to report.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** While many of the projects presented within the confines of the committee are cost prohibitive at this time, they still have merit as possibilities at a future time.

Old Business: There was no old business to discuss.

New Business.

- Reoccurring donations will be tabled to the next meeting.
- Since the scheduled November meeting is the night before elections, it was agreed that the date of Wednesday, November 7th would be suitable.
- Regarding the day of the Strategic Planning Presentation, Lisa explained that the presentation would take about two hours. If Saturday is not agreeable with the presenters, she will pursue Friday afternoon as another possibility.

Date of next meeting: Monday, March 5, 2018.

There being no further business, Marilyn Dunphy moved that the meeting be adjourned at 8:13 pm. Jack Dugan seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary