

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

Members Present: T. Borden, P. Carey, H. Cheeseman, J. Dugan, M. Dunphy, A. Fisher, M. Helms, D. Jacobs, J. Peters, C. Peterson, L. Timothy, C. Weber, and M. Zamarka.

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 January 8, 2018 were mailed to each trustee. Abe Fisher moved that the minutes be accepted. Seconded by Jack Dugan. Abstention by Patricia Carey. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through February 28, 2018) was distributed to each trustee. Lisa Timothy said that the budget was "on track", and thanked Tara Borden for all her assistance with all financial matters of the library due to the passing of Judy Layden, the Accountant of the East Lyme Library. Creig Peterson moved that the Treasurer's Report be accepted. Seconded by Dave Jacobs. Motion passed.

Director's Report:

Lisa gave her report as follows:

- **Staffing Readjustments:** With the passing of the library accountant, Judy Layden, Lisa, along with Tara have taken over the accounting responsibilities. Tara will assume full responsibility when her job description is updated. Lisa and Tara have interviewed four candidates for the 1-2 reference sub positions. She reports that all four are well qualified and would be excellent for the positions. There is also the possibility that some staff are considering retirement at the end of the year.
- **FY18 Budget:** No further cuts have been made to this year's budget.
- **FY19 Budget:** This will be discussed under Committee Reports.
- **deliverIt (book transportation system):** The LION delivery system continues to work 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.
- **Strategic Planning:** The final version will be made available shortly.
- **Foundation Bus Trip:** The annual Foundation Bus Trip will be Wednesday, June 27 to the Hill-Stead Museum, lunch at the Griswold Inn in Essex, and a tour of the Connecticut River Museum. Tickets will go on sale in early May.
- **Patron Incident:** This will be discussed under New Business.
- **Stacks Crowding:** Since it has become increasingly difficult to shelve new books, a Weeding Consultant from the State Library has been requested to assist in purging the stacks and eliminating books which are deemed no longer functional to the East Lyme Library. Purged books will be made available to the general public.
- **Library Card Drive:** Rebecca has been visiting all the fourth grades in the East Lyme Public School System in an effort to get library cards issued to all fourth graders who do not presently have a card.
- **Teen Tech Week:** Lisa urged all trustees to visit the library on March 16 to observe Teen Tech Week, particularly on Friday, March 16 between 3 and 4 to see the exhibits and demonstrations by students from the East Lyme Middle School and East Lyme High School.

FILED

March 14 2018 AT 1:10 AM/PM
Lucretia Talbot
EAST LYME TOWN CLERK

President's Update: Holly mentioned that she, Dave, and Lisa met to discuss what the trustees should do to honor the life of Judy Layden who was the library accountant for 12 years. She asked that any trustee who would like to donate to the library in Judy's memory should drop off said donation to Lisa, and that all donations would be given together.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report.
- **Public Relations:** - Lisa asked Patricia Carey if an article could be generated on the strategic plan and a hold put on the LION delivery system article.
- **Nominating:** - Nothing to report.
- **Budget:** - Lisa will ask the Board of Selectmen to restore monies necessary to support the Lion delivery system. She also mentioned that trustees are welcome to support the library at the Board of Selectmen budget hearing, March 7th at 5 p.m., and the Board of Finance hearing on April 3rd at 6:30 p.m.
- **Publications Committee** – Corinne Weber presented the idea of publishing a book on the three historical houses of East Lyme. Each house has a separate pamphlet, but she felt that a book which would combine the history, maps and archeological information on all of the houses could be valuable. She will pursue the idea with the historical society.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** All are awaiting the final disbursement of the findings of the committee to go further.

Old Business: There was no old business to discuss.

New Business.

- The incident that occurred on December 28th was discussed. An autistic child pushed an elderly woman down, which resulted in the victim being taken by ambulance to L&M Hospital. It appears that the woman has hired a private investigator and attorney, presumably to recover any medical bill costs. Lisa complied with a Freedom of Information request to provide a list of all staff working that day, and gave the details of the incident to our insurance carrier who met with all staff involved.

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

There being no further business, Jack Dugan moved that the meeting be adjourned at 7:40 pm. Patricia Carey seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Secretary