

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

**Members Present:** T. Borden, J. Dugan, M. Dunphy, A. Fisher, E. Gong, M. Helms, L. Hobby, D. Jacobs, L. McIlhenny, R. Morrill, S. Moss, R. Patmore, C. Peterson, L. Timothy, and C. Weber.

**Call to Order:** In the absence of President, Holly Cheeseman, Vice President, Steve Moss, called the meeting to order at 7:00 p.m.

**Delegations from the Public:** None.

**Secretary's Minutes:** Minutes from the meeting of March 5, 2018 were mailed to each trustee. Corinne Weber noted that on page two of the minutes, the date of the next meeting should read May 7, not May 5. Craig Peterson moved that the minutes be accepted as corrected. Seconded by Dave Jacobs. Abstention by Lois Hobby and Elizabeth Gong. Motion passed.

**Treasurer's Report:** The Treasurer's Report (cumulative through April 30, 2018) was distributed to each trustee. Tara Borden said that the budget is where it should be with 85% of the budget lining up so far. Lisa Timothy said that the library will remain open on Sundays for the rest of this fiscal year. Corinne Weber moved that the Treasurer's Report be accepted. Seconded by Creig Peterson. Motion passed.

**Director's Report:**

Lisa gave her report as follows:

- **Staffing:** Lisa announced that there are three staff resignations as of June 30, 2018. One is a full time staff member, the other two are part time. Three new part time staff members have been hired. The full time position has been advertised.
- **FY18 Budget:** No further cuts have been made to this year's budget.
- **FY19 Budget:** This will be discussed under Committee Reports.
- **Unattended Child Policy:** This will be discussed under Committee Reports.
- **Strategic Planning:** The final version is available, and a presentation will be made at the July meeting.
- **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 are on sale for \$75 for the whole trip, \$65 if you want to skip the CT River Museum and walk around Essex instead.
- **Patron Incident:** There is nothing new to report on this December 28<sup>th</sup> incident.
- **Overdue Fines:** This will be discussed under New Business.
- **Ebook and downloadable audiobook circulation Statistics:** Mailed to each trustee are statistics on these Ematerials which have become an increasingly significant part of the library's service.
- **New LION Search and new software:** Shortly there will be a new look on the LION search page and a new service which will enable patrons to print from their phones or laptops/tablets on the library's printers.

**President's Update:** In the absence of President, Holly Cheeseman, there is nothing to report.

**FILED**

\_\_\_\_\_ 20 \_\_\_\_ AT \_\_\_\_\_ AM/PM

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**EAST LYME TOWN CLERK**

## Committee Reports:

- **Administrative/policy** – There is currently no “Unattended Child Policy”. A draft of a policy to address this situation was mailed to each trustee. After much discussion, the policy was amended and reads as follows:

### **East Lyme Public Library – Unattended Minor Policy**

Although serving children and families is an important part of the library’s mission, it is not the library’s function or purpose to supervise or care for minors. Accordingly, the library and its staff cannot, and expressly do not, assume any responsibility to supervise or care for a minor on library premises. Rather, a minor’s caregiver (such as a parent, guardian or other person having custody or control, or providing supervision, of a minor) is responsible for the supervision, conduct and safety of such minor at all times while on library premises. Children under the age of ten for their safety and well-being, must be accompanied by a responsible adult while on library premises, although library staff may in its discretion require **any** minor to be accompanied by a responsible adult or teenager while on library premises.

Library staff members do not monitor children leaving the library. If a child is not able to leave the library unaccompanied by an adult, the child should not be in the library without an adult. For privacy purposes, staff members do not sign in or sign out any library patrons.

Disruptive patrons may be asked to leave the library or the children’s library. Examples of disruptive behavior include but are not limited to the following: swearing or using inappropriate language, yelling, bullying in-person or online, inappropriate public displays of affection, and destruction of library property.

Library staff is not responsible for monitoring computer usage. If a child is old enough to be in the library alone, that child is old enough to follow library internet safety rules and any additional online rules set by the parent(s). Parents alone are responsible for their child’s online activities.

- **Personnel:** - There is a brief report under Director’s Report. Lisa asked that a member of the board volunteer to serve on the search committee. Steve Moss volunteered.
- **Public Relations:** - Nothing to report.
- **Nominating:** - Nothing to report.
- **Budget:** - Regarding the FY19 Budget, Lisa asked that monies necessary to support the Lion delivery system be restored and it was. There have been no further cuts.
- **Publications Committee** – Corinne Weber presented more information on the idea of publishing a book on the three historical houses of East Lyme in one publication. Lois Hobby mentioned that the East Lyme Historic Properties Commission which has representation from each of the three houses is very interested in this project. They expressed interest in working with the library trustee board on this proposal.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** The implementation plan will be revealed at the July meeting.

**Old Business:** There was no old business to discuss.

## **New Business.**

- Lisa presented some information about the fact that many libraries are doing away with overdue fines. A listing of many websites with discuss the pros and cons was distributed to each trustee. While this topic will be discussed at the July meeting, it was felt that a good place to start was to do away with overdue fines on children’s books, then perhaps materials checked out to seniors.
- The Community Foundation Distribution (about \$5,700) was discussed, and Lisa asked for input as to whether these monies should be used or reinvested. Lisa mentioned that a streaming service (cost -

\$3,000) would be a valuable addition to the library. Molly Helms suggested that perhaps we used \$3,000 for the streaming service and invest the balance.

**Date of next meeting:** Monday, July 9th, 2018, 7:00 p.m. start time for the Annual Meeting followed by the regular bimonthly meeting.

There being no further business, Dave Jacobs moved that the meeting be adjourned at 8:18 pm. Loretta McIlhenny seconded the motion. Motion passed.

Respectfully submitted,

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Molly A. Helms, Secretary

