

EAST LYME PUBLIC LIBRARY
MINUTES of the BOARD of TRUSTEES ANNUAL MEETING

July 9, 2018 at 7:00 p.m.

FILED

July 18 2018 AT 8:45 AM/PM

C. M. Helms

EAST LYME TOWN CLERK

Present: T. Borden, H. Cheeseman, M. Dunphy, A. Fisher, L. Fitzgerald, E. Gong, M. Helms, L. Hobby, D. Jacobs, J. Makiaris, L. McIlhenny, R. Morrill, R. Patmore, C. Peterson, L. Timothy, M. Zamarka, and special guest, M. Nickerson, First Selectman.

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

Delegations from the Public: First Selectman, Mark Nickerson, thanked all trustees and library staff for their service to the community by serving on the board. He talked about the work being done on the main street park which will be officially open during the East Lyme Celebration. He also briefly detailed the work being done on the three elementary schools.

Secretary's Minutes: Minutes from the previous annual meeting of July 10, 2017 were distributed. Dave Jacobs moved that the minutes be accepted. Seconded by Mark Zamarka. Motion passed.

Treasurer's Report: Tara Borden, who has been assigned the tasks associated with budget and resulting treasurer's report walked the trustees through the new changes on the statements. She said that all line items are in good shape at this time. Dave Jacobs and Holly Cheeseman complimented Tara for the exemplary job she has done. A motion was made by Loretta McIlhenny to accept the Treasurer's Reports as of June 30, 2018. This motion was seconded by Marilyn Dunphy. Motion passed.

Director's State of the Library Report:

Major Accomplishments for FY18:

Administrative:

- A 3-5 year strategic plan (long and shorter marketable versions) were created.
- Policies for Staff disciplinary, harassment, and unattended children were developed.
- Four reference substitutes and one full time reference staff member were hired. Bookkeeper duties were reassigned after the death of Judy Layden.

Programming:

- Business book and cookbook clubs were developed.
- Further development of the afterschool Style Council for 5th, 6th, 7th, and 8th graders. This council organized and ran the Tween/Teen Tech Week Showcase, a Halloween pumpkin painting party, end of year party, and created public service announcement videos which promote the library.
- The Children's Librarian now works with LEARN, dealing with children 6-12 with autism spectrum disorder and other handicaps. They were taught basic library and map reading skills, as well as encouraged to share stories.
- The Story Walk was changed twice and has been reevaluated to better serve the public.
- Spanish story hour has continued throughout the year and French has been introduced into the regular story hours.
- A summer adult reading program was introduced with sixteen adults participating, reading 600 books in total. The children's summer reading program realized a total of 692 books being read the first week of the program.
- The Homebound Program circulated 540 items to 9 homebound patrons using volunteers.

Collection Development and Management:

- In an effort to increase book space, an expert from the state library has been consulted to assist in this process. Also, all VHS tapes are being removed from the library.
- The new LION delivery system has brought our ILL service to the numbers they were before.
- The library has a new subscription to the high school newspaper and is making copies available for the public.
- LION has a new catalog system that makes locating materials easier for patrons.

Professional Development:

- The Children's Librarian has published two articles about the connections between libraries, reading, and music for the Association of Library Services Children's blog.
- The Director presented a workshop concerning public library – prison library outreach efforts to the New England Library Association conference and as a roundtable for the Connecticut Library Association.

Library Sustainability and Support

- A fourth grade library card drive was held. Now all students entering the 5th grade have library cards.
- A targeted mailing for the Foundation raised another \$2,000 for their funds.
- A Connecticut Humanities grant is pending, and an Internet Archive grant was unsuccessful.

Physical Building:

- The administrative office has been hard wired which resulted in better financial information security.

Strategic Plan Implementation

Trustee meeting July 2018 – Adopt new mission and tag line.

Goals for FY19:

Goal 1 Programming

Surveys after programs / actual suggestion box / website suggestion box
Upgrade Story Path, possibly partnering with other LION libraries

Goal 2 Collections and Services

Weeding

Goal 3 Partnering

Closer partnership with historical society to promote local history
Outreach to churches

Goal 4 Technology

Introduce streaming video and audio

Goal 5 Space

Form a building committee

Goal 6 Marketing

Revise publications – newsletter and annual report
Better use of social media, electronic sign in front of town hall

Goal 7 Professional

Redefine staff chart and update job descriptions

Goal 8 Governance and Goal 9 Financial

Advocacy training for both boards and staff

Goals for FY20

Finish and expand on FY19 Goals

Data collection and analysis

Create digital archive for local history

Cleaning out of old materials

Business / job resource librarian / job center

Goals for FY21

Community Garden / Cooking / Healthy Eating

Use Library for local history curriculum in the schools

Convert closed storage to be storage and 2 small rooms, one for av makerspace (memory makerspace and oral history lounge), one for meeting room (with 3-D printer?)

Nominating Committee:

Before Holly Cheeseman, Chair of the Nominating Committee, made her recommendations to the board, she asked for a motion to propose the following resolutions for the outgoing members of the board.

Holly read the following resolutions:

“In honor of her three year term of continuous service on the Library’s Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Personnel Committee Member, be it RESOLVED that Rosemary Patmore is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service.” This resolution was moved by Marilyn Dunphy and seconded by Marc Zamarka. Motion passed.

“In honor of his nine year term of continuous service on the Library’s Board of Trustees, and in recognition of his fulfillment of his Trustee duties as Personnel; Policy; and Strategic Planning Committees member, be it RESOLVED that Creig Peterson is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for his dedicated service.” This resolution was moved by Dave Jacobs and seconded by Marc Zamarka. Motion passed.

“In honor of her four year term of continuous service on the Library’s Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Board Secretary, be it RESOLVED that Molly Helms is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service.” This resolution was moved by Marilyn Dunphy and seconded by Richard Morrill. Motion passed.

Holly Cheeseman asked for a motion for Marilyn Dunphy to serve another term on the Board. This motion was made by Lois Hobby and seconded by Abe Fisher. Motion passed. Holly then asked for a motion for Jacob Peters to serve another term on the Board. This motion was made by Marilyn Dunphy and seconded by Abe Fisher. Motion passed.

Holly presented the names Lawrence Fitzgerald and John Makiaris to become members of the Library’s Board of Trustees. Dave Jacobs made the motion for both Lawrence and John to become the Board members. Abe Fisher seconded the motion. Motion passed.

Holly also noted that Steve Moss is no longer on the Board of Trustees.

Holly nominated the following slate of officers for 2018-2019.

President: Holly Cheeseman
Vice-President: Dave Jacobs
Treasurer: John Makairis
Assistant Treasurer: Loretta McIlhenny
Secretary: Patricia Carey
Assistant Secretary:
(Executive Director, Lisa Timothy)

A motion was made by Molly Helms to accept this slate of officers for 2018-2019. Marilyn Dunphy seconded the motion. The motion passed.

There being no further business, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Molly A. Helms, Secretary

Next year's annual meeting has been scheduled on July 8, 2019.