

**EAST LYME PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
July 9, 2018 at 7:46p.m.**

Members Present: H. Cheeseman, T. Borden, M. Dunphy, A. Fisher, E. Gong, L. Fitzgerald, L. Hobby, D. Jacobs, L. McIlhenny, J. Makiaris, R. Morrill, L. Timothy, M. Zamarka,

Call to Order: President Holly Cheeseman called the meeting to order at 7:46 p.m.

Delegations from the Public: None present

Secretary's Minutes: Minutes from the May 7 meeting were mailed to each trustee. M. Dunphy moved the minutes be accepted. Seconded by A. Fisher. Motion passed.

Treasurer's Report: Treasure's Report was covered in the Annual Meeting.

President's Report: Not sure where we will be with the state in upcoming years

Director's Report:

Lisa gave her report as follows:

\*John Makiaris and Lawrence W. Fitzgerald will join the board of trustees as new members

\*The library will subscribe to Hoopla starting July 1, 2018. This is an online service offering additional e books, streaming video and music, and online comic books to download to a computer, tablet or phone. Hoopla will be paid for by some of the funds from our endowment at the Community Foundation of Eastern Connecticut.

\*Kaitlin DeNovellis has been hired as a full time Senior Reference Librarian. She will begin work on July 16, 2018.

\*Strategic Planning: An implementation plan for the recently completed strategic plan was presented at the July 10, 2018 Annual Meeting.

\*All members of the board, staff and volunteers are required to sign a receipt of the sexual abuse policy annually as required by our insurance carrier.

\*The Foundation Bus trip took place on June 27<sup>th</sup> and was a success.

\*The library now offers wireless printing.

\*East Lyme Day is Saturday July 21, 2018 and the library needs three volunteers to sit in the library tent during the event.

\* This year's Library Open House will be Saturday August 11, 2018 from 10am-1pm. Food trucks will be added in an attempt to increase attendance and it will promote the services the library offers. Lisa is working on obtaining food trucks and necessary permits.

FILED

JULY 18 2018 AT 8:41 AM/PM

*[Signature]*  
EAST LYME TOWN CLERK

Committee Reports:

a. Administrative /Policy: none

b. Personnel:

Kaitlin DeNovellis has been hired as a full time Senior Reference Librarian. Discussion followed concerning the need for workshops with hands instruction in the use of tablets, apps, Snap Chat etc.

c. Public Relations: none

d. Nominating: covered in annual meeting

e. Budget:

Lisa handed out budget for fiscal year 2019. Operating expenses were reviewed by Lisa. New budget lines have been added to account for credit card fees at the circulation desk. \$10,000 will be transferred from the fund drive to help cover expenses. Health insurance has been increased by 28%. Hopefully we will be able to keep staff and still remain open on Sundays. Copier profits were lower this year.

f. Publications Committee: None

g. Strategic Planning Committee: covered in annual meeting

7. Old Business:

Lisa suggested we hold off on eliminating fines for children's materials in FY19. This topic will be revisited in September and fines will remain the same.

8. New Business

Lisa, proposed a motion to have East Lyme Library's Mission Statement and Tagline read as follows:

**Mission Statement:**

**We enhance the lives of all citizens by supporting community, civic engagement, literacy, lifelong learning and economic development. We are an invaluable resource for the town of East Lyme.**

**Tagline:**

**We have it here.**

Motion moved by D. Jacobs and seconded by H. Cheeseman

9. **Date of next meeting: Monday, September 17, 2018 at 7:00p.m.- note date carefully!**

10. Adjournment:

Move to adjourn M. Dunphy

Seconded by M. Zamarka

Adjourned at 8:10p.m.

Respectfully submitted,

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Lois Hobby, Acting Secretary