

**EAST LYME PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
September 17, 2018 at 7:00p.m.**

Members Present: H. Cheeseman, T. Borden, D. Jacobs, L. McIlhenny, L. Timothy, C. Weber, M. Dunphy, A Fisher, L. Fitzgerald, J Makiaris, T. Attansio, M. Salerno, (Richard Morrill, Jack Dugan?)

Call to Order :David Jacobs called the meeting to order at 7:05 p.m. The meeting started without reaching quorum.

Delegations from the Public: There were no delegations from the public.

Secretary's Minutes: Minutes from the July 9<sup>th</sup> meeting were mailed to each trustee. Marilyn Dunphy introduced a correction on the July Minutes report - correcting the spelling of "treasurer's" - under Treasurer's Report. A vote on the minutes were not taken because quorum was not reached at this point.

Treasurer's Report: Holly Cheeseman arrived and quorum for the meeting was reached. \_\_\_\_\_ moved the Treasurer's be accepted. Seconded by \_\_\_\_\_.

Director's Report

Cost of restoring/preserving the map is \$12,000. Holly mentioned looking for a grant for this purpose.

David Jacobs asked if it might be appropriate to give the map to East Lyme Historical Society. Lisa said the Historical Society had originally approached us about getting it evaluated as they're doing a project about the pony express, which is on the map. The map belongs to Dick Waterman. Lisa will let him know the cost estimate to restore and preserve the map. David Jacobs suggested putting the map between two sheets of Plexiglas; he has used this method successfully for a map he has of similar vintage. Might be good to have a good digital of the map.

Lisa said we could use the Plexiglas for the interim and maybe budget \$1,000 over 15 years or do a fundraiser to do the restoration in future.

Tara Borden reported that for the Annual Fund Drive we have 320 donors, 2 business donors and 32 who are brand new donors. \$20,291 in donations so far. Our goal is \$32,000. The new inserts have had a positive effect. A reminder mailing is sent out the end of November.

Carpet is bubbling up in many areas due to the humidity. The glue under the carpet has completely dissolved. Estimate from a couple of years ago is \$80,000 to replace carpet. Replacement of carpet has been included in the capital budget in the 5 year plan. For the time being, tape has been placed on the bubbled areas so no one trips.

Lisa said she could get estimates to do the reading room which is smaller and would be less expensive. The stacks will be the most expensive because all the books need to be stored during the work. Suggestions made of doing a special carpet fundraiser or have a donation box for carpeting at the front door. Lisa would like to hear from the First Selectman about plans to renovate the building, as replacing the carpeting during renovation would make sense.

FILED IN EAST LYME  
CONNECTICUT  
OCT 5, 2018 AT 2:40 AM/PM  
*Michelle Honan*  
EAST LYME TOWN CLERK

Our insurance company made a “no fault” payment to the woman who was pushed over by an autistic child on 12/28/17.

Phone charging stations will be installed in the adult and children’s rooms. Many patrons have requested this. The stations will have 4 or 5 ports.

We will be starting a new book club for special needs people. They would read a chapter and discuss. Rebecca and Patricia Kmiecik, one of our part-time people, both specialize in special needs. There’s a delay in getting the books due to flooding in Wilmington. Program may start in November.

Lisa attended a program on virtual reality; she said it is awesome. Ashley Doak and Lisa will attend the New England Library Conference in October at Providence Public Library in Rhode Island. Ashley has an interest in doing special programs with virtual reality. Lisa is looking into possibly sharing equipment with LION. We’re hoping to have a try-out of virtual reality at the library.

The Association of Connecticut Library Boards (ACLB) conference is on Friday, November 2, 2018. “The Nuts and Bolts of being a CT Library Board” is the theme. David Jacobs has attended these events and said they’re very worthwhile for Board members to attend and meet other Board members from around the state. They usually have workshops during the conference.

#### President’s Update

It looks like we will get the money promised by the State without big surprises. State budget for the next biennium has almost a \$4 million deficit. Happy to hear the good results on the Fund Drive. People are realizing what an incredible asset our library is and that it’s worth supporting.

#### Committee Reports

Administrative/Policy: no report

Personnel: no report

Public Relations Committee – Corinne Weber wants to meet with Lois Hobby about an electronic presentation on the town’s three historic houses.

Nominating Committee: no report

Budget - Lisa will have a proposed budget for the next fiscal year at the November meeting.

Publications Committee: no report

Strategic Planning Committee - The report that we developed is on the webpage. The list of goals for the coming year was presented at our July meeting.

#### Old Business

December 28<sup>th</sup> incident -- covered earlier in meeting.

New Business

- a. Overdue fines - discussion of doing away with fines for overdue books taken out on the child's library card. Over a one-week period there were about \$40 in fines for children's books taken on children's library cards for books that belong to us, thus we would forfeit about \$2,000 a year. Waiving children's fines would be a goodwill measure. We don't charge fines for senior citizens. David Jacobs said he would defer to the library professionals on this. Lisa, Tara and Rebecca Scotka (children's librarian, not present) agree on waiving children's fees. Does the high school charge late fees? Lisa can find out. Tony A said middle school doesn't charge fines. A child can get a card at age 5; can't check out DVDs.

Holly Cheeseman moved that, following the advice of the Executive Director, Assistant Director and Children's Librarian, that we start a policy of waiving fines for overdue children's books taken out by children on their card, for a trial period not to exceed one year. Seconded by \_\_\_\_\_ Unanimous vote to approve the motion.

- b. Form a building committee – The library is out of space. Budget after this year is unknown, but we have the opportunity to discuss what we want; this was part of the Strategic Plan. Holly suggested this is a good place to discuss the carpet and general infrastructure issues; absent any major renovation, we need to keep on top of issues. Building is 30 years old. Revisit the 10-year old architectural study that was done when we last talked about expansion. David Jacobs suggested drawing up a guideline for the committee as to its function and goals. Loretta noted the Strategic Plan report had a lot of suggestions. Do we want someone from town hall on the committee? Investigate building committees of other libraries to see how they set up their building committee? Put on agenda at next meeting.
- c. Cell phone policy –David Jacobs noted an episode in the stacks. Patron talked loudly for a long while on cell phone. We need signs regarding talking on cell phones in the library. The sign we have is "Please be courteous and take your cell phone conversations outside". We enforce the quiet zone in the back study carrels area. Can't ban cell phones. Corinne said other libraries have small rooms with doors where tutoring or mentoring can take place without disturbing others. Closed stacks – inexpensive solution might be to use that space for study rooms. Lisa said we don't get many requests for back issues of magazines. We have 10 years of back issues stored there we keep. Lisa agreed to put up new signs.
- d. Waiting to hear from public works on best way to dispose of VHS cassette tapes.

Motion to adjourn by \_\_\_\_\_; seconded by: \_\_\_\_\_. Next meeting is Wednesday November 7, 2018 at 7:00 p.m.

Minutes transcribed from recording by Sue Guida.