

EAST LYME PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
MAY 6 at 7:00 pm

Members Present:

H. Cheeseman, M. Dunphy, A. Fisher, L. Fitzgerald, E. Gong, C. Hayes, L. Hobby, D. Jacobs, E. Karanth, J. Makiaris, R. Morrill, C. Weber, M. Zamarka, L. Timothy, T. Borden, M. Salerno.

Call to Order:

Holly Cheeseman called the meeting to order at 7:00 pm.

FILED IN EAST LYME
CONNECTICUT
June 10, 2019 AT 9:20 AM PM
(Signature)
EAST LYME TOWN CLERK

Secretary's Minutes:

Holly made a motion to accept the minutes of the previous meeting. David Jacobs seconded. Marilyn Dunphy, Lois Hobby and Mark Zamarka abstained. The motion was accepted.

Treasurer's Report:

John Makiaris stated that we are on fixed costs. Salaries, hourly wages and health insurance, Social Security costs are at \$850,000. John said we are in good shape.

Holly made a motion to accept the Treasurer's Report as presented. Christie Hayes seconded. The Board approved the Treasurer's Report.

Director's Report:

Lisa stated that Association of Connecticut Library Boards has an annual conference which happens every November. They are seeking new members and asked if any our Board members were interested.

Barbara Johnson Low and Lisa's grant request to the Connecticut Humanities for funding digitizing Class of 1969 photos was rejected.

Lisa suggested she may want to take \$3000 from the annual fund drive, which will hire a few junior and senior high school students. They will interview the class of 1969 and digitize some of their photos, letters and newsletters. It would be the first digital collection in the town's history.

The Storywalk sign board at Bride Brook park is in bad shape. Chris *Dubard* from *One Look Signs* in Old Saybrook suggested customizing the sign board. Lisa has given him the requirements and budget and he will get back to us sometime in summer.

Lydia Main was chosen by the CT Library Association to receive this year's outstanding librarian award. She worked more than 30 years, from analog cataloging to digital

cataloging systems. David suggested that as Board members, we should recognize her and give her a token of appreciation. Holly added we can plan that for the July annual meeting. She asked Lisa to check Lydia's availability. Holly will get a citation from the general assembly.

President's Update:

Holly foresees a budget cut if the governor's budget passes as presented, with a proposed cut of education funding and 25% of teacher pensions, over the fiscal year 2020-2021. East Lyme will be seeing \$2378 M cut from the State. Claims are exceeding the premium, so the town can deal with this through a budget cut or significant increase in property tax, which is not desirable. The Library should be ready to be imaginative and resourceful as it is projected. She added this is all subject to negotiation.

Committee Reports:

a) Administrative policy: No Report

b) Personnel:

Lisa stated that instead of a personnel policy we should have an employee handbook. She chose the Table of Contents from the Wallingford Library and Town of East Lyme employee's handbook and merged the Table of Contents to form a draft of the *East Lyme Library's* handbook. Mark Salerno will hand out the newer version of the Town Hall Employee Handbook to Lisa for reference. Once the Table of Contents is ready, Tara Borden and Lisa will start filling in the contents. This will help explain the policies to the staff more clearly. Corinne Weber asked Lisa if we have an emergency situation topic in the handbook. Lisa and Holly confirmed we have a separate handbook.

c) Public Relations: No Report

d) Nominating:

Lisa will provide Holly with the updated list of number of members on the Board of Trustees.

e) Budget:

Lisa started with a budget cut of \$15,000. The Board of Finance approved the budget of \$90,000 to change carpets for the entire library. Lisa requested the Board of Finance to transfer \$15,000-\$20,000 from the approved carpet budget to the book budget, but they unanimously voted "NO." The book budget is cut down 75% *from just a few years ago*. We are saving \$46,000 by keeping Sundays closed and not buying books. The Board of Finance is not ready to install carpeting section by section. They *want to reduce* the book budget from 5,000 books per year to 1,000 books per year because the door count is down by 10%. *The door count is not down at all*. Lisa tried to explain her reasoning to the Board of Finance, but it was unsuccessful.

Hoopla is the online streaming process. East Lyme Library has no *separate* budget for eBooks at this time.

Christie said we should invite members of the Board of Finance to the Library and talk to them individually.

f) Publication Committee:

Lisa reported that a grant for the Historic House Publication project as submitted to the Connecticut Humanities, was declined.

g) Strategic Planning Committee:

Everything involves finance. The budget for Storywalk will be covered by the annual fund drive. We are working with the staff issues. One of the staff members is retiring and our new staff member Kaitlyn is wonderful as a digital librarian. Holly asked if we can borrow digitizing equipment from any other library. Lisa said it's not too expensive and that she would not like to spend any money at this time.

Old Business: No Report.

New Business: No Report.

Adjournment:

Holly made a motion to adjourn the meeting at 7:45pm. Christie seconded. All the Board of Trustees members approved.

Date of next meeting: Monday July 8th, 2019 at 6:15 pm.

Respectfully Submitted

Ekata Karanth
Secretary