

**EAST LYME PUBLIC LIBRARY**  
**MINUTES of the BOARD of TRUSTEE MEETING**

**July 8, 2019 at 7:30 p.m.**

**Present:** T. Attanasio, D. Berry, T. Borden, M. Dunphy, A. Fisher, L. Fitzgerald, E. Gong, C. Hayes, L. Hobby, D. Jacobs, J. Makiaris, S. Mayer, L. McIlhenny, R. Morrill, L. Timothy, C. Weber, and guest, M. Helms, Secretary.

**Call to Order:** President Dave Jacobs called the meeting to order at 7:39 p.m.

**Delegations from the Public:** None.

**Secretary's Minutes:** Minutes from the previous annual meeting of May 6, 2019 were distributed. Richard Morrill moved that the minutes be accepted. John Makiaris seconded the motion. Loretta McIlhenny and Tony Attansio abstained. Motion passed.

**Treasurer's Report:** The Treasurer's Reports as of June 30, 2019 were accepted as part of the Annual Meeting.

**President's Report:** President Dave Jacobs mentioned that he is pleased to again serve as President of the Library Board. He gave a brief synopsis of some of his goals that he would like to see accomplished including concentrating on the Children's Room, providing more dialogue between the library and the Board of Selectmen/Board of Finance, and encourage advocacy training for the board, staff, and public.

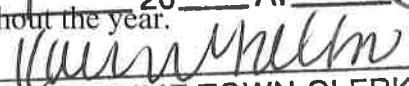
**Director's Report:**

- **FY20 budget update.** Lisa Timothy stated that The FY budget looks good with the new health insurance plan. Assuming the budget remains stable, the library should be able to reinstate Sunday openings beginning in October (just after Columbus weekend).
- **State of the Library.** The report for FY19 with major accomplishments and events for the year was discussed at the Annual Meeting along with the goals and strategic planning objectives for FY20.
- **Board Officers, Members.** The FY20 Slate of Officers was voted in place at the Annual Meeting, along with the renewal of Abe Fisher's Membership on the Board, and the voting in of new members, Deena Berry and Sarah Mayer.
- **Sick Time Policy.** This policy will be discussed later in the meeting.
- **Historic House Publication / Project.** There will be three digitization days this summer for two staff members who will digitize items from the public. This procedure will begin the library's digital collection of the town's history.
- **Story Walk.** The Story Walk has been redesigned and will be put in place this summer.
- **Lydia Main.** At the Annual Meeting, a citation honoring her state-wide award as Outstanding Librarian was read. There is a copy of this citation attached to the Annual Meeting minutes.
- **40<sup>th</sup> Annual Fund Drive.** The material for this drive is being printed and will be mailed out in July.

**Committee Reports**

- a. Administrative policy. Nothing to report.
- b. Personnel: Employee Handbook Update. This will happen throughout the year.
- c. Public Relations. Nothing to report.

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EAST LYME TOWN CLERK

- d. Nominating. This was covered in the Annual Meeting.
- e. Budget: FY20 Budget Final. Budget was passed out. Nothing to report at this time.
- f. Publications Committee. Nothing to report. A new chair of this committee is needed.
- g. Strategic Planning Committee. This was also covered in the Annual Meeting.

**Old Business:** Dave Jacobs asked that all members check the roster to make sure all the contact information is correct, and also asked the new members to look over the various committees and select which committee(s) on which they would like to serve.

**New Business:** The following sick time policy was discussed:

**East Lyme Public Library Sick Time Policy, 2019 Update**

“East Lyme Public Library expects employees to make every effort to report to work as scheduled. Unexplained or excessive absences will not be tolerated. The East Lyme Public Library will provide paid sick leave benefits to all regular, full-time employees, and for those other employees where required by law, for periods of temporary absence due to illness or injuries. All full-time staff members will be eligible for twelve (12) days of sick tie per year on the first day of the calendar year (January 1). New employees hired will be given sick days on a prorated basis after their first three months of service. Employees may use sick leave benefits for an absence due to their own illness or injury or that of a close family member. Sick time may be taken in days or hours (a day will equal 7 hours). Unused sick leave will accrue to a maximum of 120 days and then no further. An employee who retires with 120 days accumulated sick leave will receive two weeks additional salary. In the event of the death of an eligible employee, any accrued sick leave shall be payable to his/her estate under the same conditions that would have been awarded to the employee.

Employees on an extended absence must provide documentation from a medical professional and must apply for any other available compensation and benefits, such as workers’ compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers’ compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee’s normal weekly earnings. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence, unless specified by an applicable law.”

Tony Attanasio moved that the East Lyme Public Library Sick Time Policy, 2019 Update be adopted. The motion was seconded by Richard Morrill. Motion passed. This policy will be updated further in the coming months and will be part of the September meeting agenda.

**East Lyme Public Library Sexual Abuse and Misconduct Prevention and Reporting Policy**

All present members were asked to sign and date this policy and give it to Tara Borden.

**Short Term Leave for Director Relocation** Lisa announced that she and her family are moving to East Lyme in August and requested that she be allowed to take 2-3 weeks without pay to accomplish this task. There was a concurrence of the board that this take place.

**Artist Open House** Marilyn Dunphy asked about the possibility of an “Artist Open House” to take place in the library for local artists. Marilyn participated in a similar event at the Old Lyme Library. Lisa asked Marilyn to come in the following week to discuss the particulars of staging such an event.

**Board Recognition for Lou Ann Wilson** Corinne Weber asked about the possibility of the board recognizing long time librarian, Lou Ann Wilson to show our appreciation in her memory. Lisa said she would ask retired librarian, Athena Cone, for her advice in this matter.

There being no further business, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

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Molly A. Helms, Guest Secretary

The next meeting will be Monday, September 16, 2019 at 7:00 p.m., and it was agreed that the November meeting be set for Wednesday, November 6, 2019 at 7:00 p.m.