

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

July 8, 2019 at 7:00 p.m.

Present: T. Attanasio, D. Berry, T. Borden, H. Cheeseman, 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 Holly Cheeseman called the meeting to order at 7:04 p.m.

Delegations from the Public: Holly Cheeseman presented a citation from the General Assembly of Connecticut for retiring librarian, Lydia Main. A copy of this proclamation is attached.

Secretary's Minutes: Minutes from the previous annual meeting of July 9, 2018 were distributed. Marilyn Dunphy moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

Treasurer's Report: Tara Borden, has been completing the tasks associated with budget and resulting treasurer's report for over a year. Lisa Timothy complimented Tara for the exemplary job she has done for the past year in adding budget responsibilities to her position. Lisa also thanked John Makiaris, Treasurer of the Board. A motion was made by Larry Fitzgerald to accept the Treasurer's Reports as of June 30, 2019. This motion was seconded by Christie Hayes. Motion passed.

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Director's State of the Library Report:
Major Accomplishments and Events during FY19:

Administrative – Budget, Staffing

- Twice this year health costs increased (after the budget was set) by a total of \$66,842. In order to operate the library, cuts had to be made which resulted in the closing of Sundays for the remainder of the year and cutting the book budget in half. By making these cuts, the library was able to end the fiscal year in the black. Lisa reported that Sunday openings would resume in October of 2019 (after Columbus Day weekend), and that the library would begin to rebuild the book collection.
- Two new full time staff were hired. Kaitlin DeNovellis was hired as a reference librarian who also has experience creating digital collections for local history organizations. Tracey Willis was also hired as a library cataloger.
- Work has begun on a comprehensive employee handbook.

Programming:

- A grant from CT Humanities supported programming highlighting the 100th Anniversary of the CT State Farm for Women. This resulted in well attended programs and a permanent picture gallery at the library. While a second grant supporting summer programming of the 50th Anniversary of the high school's opening was unsuccessful, plans are underway to attempt parts of this grant's undertaking this summer. The second grant was written in partnership with the East Lyme Historic Properties Commission.
- A book discussion group for residents with developmental delay issues was created and met 33 times. The East Lyme Library is one of the few libraries in southeastern Connecticut to have a book discussion group for this underserved population.
- A charging station for patrons to charge their devices has been added to the reading room.
- A monthly online newsletter is now in place, as well as a printed newsletter three times a year.
- For the first time in the library's history, a children's movie was shown in a foreign language, Spanish.

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EAST LYME TOWN CLERK

- The Story Walk has been redesigned and will be in place this summer.
- Several “tweens” who participated in the 2019 Movie Making program made films that were screened at Yale University as part of the New Haven Documentary Film Festival.

Collection Development and Management:

- The library now offers streaming of video, online comic books, music, and eBooks to residents through the HOOPLA program. This has resulted in a wider selection of eBooks available.
- A historic map of the United States in disrepair was donated to the library. Because the restoration is costly, the map (as is) is on display in the library next to a Connecticut map of the same time period.
- Since VHS tapes are no longer in use, all such tapes have been removed from the library.

Professional Development:

- A staff member attended the New England Library Association Conference to gain information about virtual reality programs offered in public libraries in New England. She is anxious to begin implementing such a program in the East Lyme library, and hopes to do so when the budget gives the green light.
- The director, a reference librarian and the head of the East Lyme Historical Commission attended the National Conference on Public History held in Hartford. Ideas were generated to strengthen the library’s capacity to record local and public history of the 21st century. The director led a roundtable discussion regarding the role that public libraries should play in public history.
- Three librarians attended a day-long workshop on digitizing local history collections. This summer there will be three digitization events that will test the skills learned in said workshop.
- Two staff members and a member of the Foundation Board underwent training to oversee the special needs book group.
- Many staff members attended the Book Expo in New York City. This being one of the world’s largest trade shows for book publishers, it gives attendees familiarity with the latest books or books that are soon to be published.

Library Sustainability, Support and Community Partnerships

- Children are no longer fined for overdue items. This decision has made the library more accessible and attractive to a younger generation of library users. Instead of fines, people are given the opportunity to make a donation, and by doing so, the \$600 not collected in fines was mostly made up in donations received.
- The library is now a regular part of Celebrate East Lyme, thus raising the library’s profile in the community.
- The library partnered with the United Cerebral Palsy and Eastern Community Developmental Corporation in running the special needs book group.

Physical Building:

- Capital funding has been set aside to replace the library’s carpet this year. The library is in the process of getting estimates.

Goals for FY20 and Strategic Plan Implementation

Due to the unexpected additional costs of the health plan, several goals for FY19 were not accomplished. Those have been added to the FY20 goals, and are in italics.

Goal I Programming

Upgrade Story Path

Introduce Virtual Reality Programming

Public feedback on adult programming offered

Goal 2 Collections and Services

Re-open on Sundays
Create East Lyme eBook collection
Begin Digital Local History Collection
Continue Weeding

Goal 3 Partnering

Continue developing closer partnership with historical society
Outreach to churches

Goal 4 Technology

Virtual Reality Equipment

Goal 5 Space

Replace carpet
Convert Media Pod to Virtual Reality Space
Continue cleaning out old items throughout library and making better use of space

Goal 6 Marketing

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

Goal 7 Professional

Work on staff cohesion – working together as a unit toward a common goal
Redefine staff chart and update job descriptions

Goal 8 Governance and Goal 9 Financial

Advocacy training for both boards, staff and public

Goals for FY21

Data collection and analysis
Business / job resource librarian / job center
Improved publications

Goals for FY22

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 A.V. 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 as a representative of the East Lyme High School, and in recognition of her fulfillment of her Trustee duties, be it RESOLVED that Elizabeth Gong is named with Distinction as TRUSTEE EMERITUS, with most sincere thanks for her dedicated service.” This resolution was moved by Loretta McIlhenny and seconded by John Makiaris. Motion passed.

“In honor of her nine year term of continuous service on the Library’s Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Publishing Committee Member, be it RESOLVED that Corinne Weber is named with Distinction as TRUSTEE EMERITUS, with sincere thanks for her dedicated service.” This resolution was moved by Richard Morrill and seconded by Loretta McIlhenny. Motion passed.

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

“In honor of her nine year term of continuous service on the Library’s Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Vice President (3 years) and President (3 years), be it RESOLVED that Holly Cheeseman is named with Distinction as TRUSTEE EMERITUS, with most sincere thanks for her dedicated service.” This resolution was moved by Christie Hayes and seconded by Larry Fitzgerald. Motion passed.

Holly Cheeseman moved that Abe Fisher serve another term on the Board. This motion was seconded by Loretta McIlhenny. Motion passed.

Holly moved that Deena Berry and Sarah Mayer become members of the Library’s Board of Trustees. Dave Jacobs seconded the motion. Motion passed.

Holly moved that the following slate of officers for 2019-2020 are

President:	Dave Jacobs
Vice-President:	Lawrence Fitzgerald
Treasurer:	John Makairis
Assistant Treasurer:	Loretta McIlhenny
Secretary:	Ekata Karanth
(Executive Director,	Lisa Timothy)

Abe Fisher seconded the motion. The motion passed.

There being no further business, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Molly A. Helms, Guest Secretary

Next year’s annual meeting has been scheduled on July 13, 2020.