

Nov 18 2019 AT 9:55 AM/PM

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES MEETING
 November 6, 2019 at 7:00 p.m.

Kamm Helms
 EAST LYME TOWN CLERK

Members Present: T. Attanasio, T. Borden, A. Fisher, L. Fitzgerald, C. Hayes, M. Helms, L. Hobby, D. Jacobs, J. Makiaris, S. Mayer, L. McIlhenny, R. Morrill, L. Timothy, and M. Zamarka. Also present were candidates for Trustee Membership: F. Clemo, S. Luber, and P. Velcofsky. Guest: Nathalic Casey, French teacher from the East Lyme High School, was present for the meeting.

Call to Order: President, Dave Jacobs, called the meeting to order at 7:01 p.m.

Delegations from the Public: Nathalie Casey, East Lyme High School Teacher, who is pursuing a degree in Library Science, was in attendance to observe the trustee meeting.

Secretary's Minutes: Minutes from the meeting of September 16, 2019 were mailed to each trustee. Abe Fisher moved that the minutes be accepted. Seconded by Loretta McIlhenny. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through October 30, 2019) was distributed to each trustee. John Makiaris said that the budget is where it should be at this time. Loretta McIlhenny moved that the Treasurer's Report be accepted. Seconded by Christy Hayes. Motion passed.

Director's Report:

Lisa gave her report as follows:

- **Staffing:** Lisa announced that Pat Kmiecik has been promoted from part-time to full time, and supports all three desks in the library. Also three new part-time employees have been hired to replace staff that left at the end of the summer, and to also staff Sundays. Also, of note, is that staff members have been designated to enhance the library's outreach on social media.
- **FY19 Budget:** This budget is undergoing its yearly audit and Lisa is scheduled to meet with the auditor tomorrow to finalize this procedure.
- **FY20 Budget:** The first draft of this budget has been distributed and will, undoubtedly, undergo several revisions before it will be in its final stage.
- **Unattended Child Policy:** Lisa has taken the Unattended Child Policy to members of the East Lyme School Administration in the hopes of getting distribution of this policy to students. They informed her that it is up to the library to disseminate this information. Lisa asked for suggestions. The policy will be published in the next Parks and Rec Bulletin in the spring of 2020.
- **Association of Connecticut Library Boards Conference:** Lisa mentioned that she nominated Dave Jacobs to be the recipient of this year's lifetime contribution to Library Boards Award, and that he has won this award. This award will be presented at this year's conference the following Friday. Congratulations were extended to Dave.
- **Storywalk:** Lisa announced that the Storywalk continues to undergo renovations and should be in place in its new configuration in the spring.
- **Sunday opening:** The library re-opened for business on Sundays on October 20th.
- **Carpet renovation:** Lisa has located a carpet vendor who has successfully installed carpets in libraries throughout Connecticut. She is meeting with this vendor who is in line with the town's purchasing policy and seems to have constructive ideas about the carpet as well as good selections available.
- **Annual Report:** The library's annual report is undergoing revisions and is expected to be complete by the end of this calendar year.

- State Report: The library's annual state report has been filed, and both the library and the foundation have been registered as non-profit organizations with the Secretary of State's office.
- Staff Professional Development: Children's Librarian, Rebecca Scotka, has completed a Spanish language – cross cultural communicators program and is heading up a state-wide roundtable for Connecticut librarians. Tara Borden presented a successful "Couch to 5K" Boardwalk running program sponsored by the library at a national conference. Lisa completed an intensive online course that trains local librarians to make digital history exhibits from their town's local history collections.
- Annual Fund Drive: The 40th Annual Fund Drive is underway and off to a successful start.

President's Comments: Dave mentioned that it might be advisable to hire a grant writer. Lisa said that there is no funding in the budget for a grant writer, and she is hoping that grant writing might be another task that the staff could fit into their busy task list.

Committee Reports:

- **Administrative/policy** – As work continues to create a new library Employee Handbook and Sick Time Policy, Lisa reported that the LION consortium used a pro bono program for nonprofits to create a handbook for them. She is looking into whether this program is a good fit for the East Lyme Library.
- **Personnel:** - The report on personnel has been covered in the Director's Report.
- **Public Relations:** - Nothing to report.
- **Nominating:** - Dave Jacobs presented the following persons for Trustee Membership: Dr. Frances Clemo, Steve Luber, and Peter Velcofsky. Loretta McIlhenny moved to accept Dr. Frances Clemo, Steve Luber and Peter Velcofsky as members of the Board of Trustees of the East Lyme Library. The motion was seconded by Christie Hayes. Motion passed.
- **Budget:** - Both Budget FY19 and FY20 were discussed under the Director's Report.
- **Publications Committee** – none.
- **Executive:** - Nothing to report.
- **Strategic Planning Committee:** The Advocacy Workshop for staff, board members, Foundation board members and friends of the library was discussed by Dave and Lisa. It was deemed a success as Libby Post gave participants positive ways in which they could all better support the library. Lisa discussed the ROI (Return on Investment) ratio which is 3 to 1. For every million a town supports the library, the library gives three million in support back to said town, a very cost effective measure. Dave suggested perhaps a behind the scenes tour for town officials, including the Board of Finance to give them more detail of the library's functions.

Old Business: None.

New Business.

- Lisa announced that as of October 1, 2019, the library implemented automatic renewals for items which fall into this category. This will make the library more user friendly, reduce fines, and bring us in line with LION practices.
- Board member, Deena Barry met with the MOM's club of East Lyme and generated a list of ideas for the children's room of the library. She also attended the New England Library Association Conference in October. Thanks were expressed to Deena. Molly Helms moved that the discussion of the ideas will be tabled until the next meeting when Deena Berry will be in attendance. Abe Fisher seconded the motion. Motion passed.

Date of next meeting: Monday, January 6th, 2020 at 7:00 p.m.

There being no further business, Tony Attanasio moved that the meeting be adjourned at 8:06 pm. Richard Morrill seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Assistant Secretary