

**EAST LYME PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
January 6, 2020 at 7:00 p.m.**

Members Present:

T. Attanasio, D. Berry, A. Fisher, L. Fitzgerald, C. Hayes, M. Helms, D. Jacobs, E. Karanth, J. Makiaris, S. Mayer, L. McIlhenny, F. Clemo, S. Lubber, M Ortiz L. Timothy, T. Borden. Also present was M. Salerno, representing the Board of Selectmen.

Call to order: David Jacobs, called the meeting to order at 7:03 p.m.

Delegation from the public: None

Secretary's Minutes:

Abe Fisher made a motion to accept the minutes of the previous meeting. Christie H... seconded. Ekata Karanth abstained. The motion was accepted.

Nominating:

Loretta McIlhenny made a motion to nominate Mark Ortiz as East Lyme Board of Trustee, Molly Helms seconded. All the Board members approved.

Treasurer's Report:

John Makiaris said that we were six months down the fiscal year; and we were in good shape. He reviewed management exit budget from the audit and there were no issues.

Director's Report:

Lisa gave her report as follows:

- Library Annual Report Lisa said report, which is user friendly, will be soon in print form. She added that there will be lots of pictures and it will 8 X 10 size.
- Foundation bus trip- The summer's Foundation bus trip will be held on Wednesday June 24, 2020. The trip will be to Wadsworth Atheneum and Hartford Public Library.

Lisa was happy to inform that Tara Borden achieved her goal of running in each and every town in CT, that is 169 towns in 2019. All the Board members gave a big hand of applause and congratulated this achievement.

President's Report:

Dave started with continuing to appreciate Tara's achievement and gave her title of "Librarian Athlete". He refreshed the accomplishment of the library 2019-2020; we reopened the library on Sundays and initiating digitizing local history collection.

As a repository, East Lyme Public Library has books which belongs to the East Lyme Historical Society. A legal document of guideline must be made with the Historical Society. Also, there are local town association, who preserve historical items. Dave

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suggested in the future we should have an attorney draft an ownership statement and all these historical items should be archived in the library.

Committee Report:

- **Administrative policy:** Lisa mentioned; she is working on the employee handbook with a pro bono law firm.
- **Personnel:** No Report
- **Public Relation:** No Report
- **Budget:** Lisa handed out new revised proposed FY 21 budget. She asked for small raises for staff hikes and health insurance. She will be meeting Anna Johnson and Mark Nickerson this week and if there are any major changes, she will inform the board members. Dave suggested that the Board of Trustee attend the public meeting representing the library which is always beneficial to us. Dave is going to invite the Board of Finance to know the library better and, give a detailed tour of the library, showing all the assets of library. We will be inviting East Lyme Public Library Foundation representatives to explain the annual contribution to East Lyme Board of Trustees.
- **Publication Committee:** No Report.

Strategic Planning Committee: No Report.

Old Business:

1. **Change to the Children's room:** Dave said we are going to do physical changes to improve services to the children's room. Deena explained that by making small changes to the room we will help to make the room more organized. Dave formed an ad hoc committee for the children's room; Steve Luber and Molly Helms volunteered to be on the committee.
2. **Carpet replacement update:** Lisa stated; East Lyme public library carpet is going to be replaced. She finalized the whale sound pattern for the reading area and blue shell pattern for the meeting room. Children's room carpet has not been finalized as Rebecca was not present. By next week this will be finalized, and a quotation will be sent to the East Lyme town hall for approval.

New Business:

1. **Social media Policy:**

David suggested Board of Trustees to review Social Media Policy in more detail and postponed the Board of Trustees vote for the next meeting. Christie Hayes suggested changing the fourth sentence under Purpose to read “This allows.”

2. Plan of Conservation Development:

Lawrence Fitzgerald reported on a Plan of Conservation Development and outlined suggestion to help guide the library as it develops over the next decade. This include possible bike path and other ideas relating to space use and historical documents.

Adjournment:

Abe Fisher made a motion to adjourn the meeting at 8:11 pm. Molly Helms, seconded. The meeting was adjourned.

Date of next meeting: Monday, March 2nd, 2020 7:00 p.m.

Respectfully Submitted,

Ekata Karanth
Secretary