

**EAST LYME PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
March 02, 2020 at 7:00 p.m.**

Members Present:

T. Attanasio, A. Fisher, L. Fitzgerald, C. Hayes, M. Helms, D. Jacobs, E. Karanth, J. Makiaris, L. McIlhenny, F. Clemo, M. Ortiz, L. Timothy, T. Borden, R. Morrill, M. Zamarka, P. Velcofsky.

Call to order: President David Jacobs called the meeting to order at 7:02 p.m.

Delegation from the public: None

Secretary's Minutes:

Loretta McIlhenny made a motion to accept the minutes of the previous meeting. Molly Helms seconded. Mark Zamarka, Peter Velcofsky and Richard Morrill abstained. The motion was accepted.

Treasurer's Report:

John Makiaris said that we were ten months down the fiscal year. All the Board of Trustees had received the auditor's report. He concluded by stating that we were in good shape and no action required.

Director's Report:

Lisa stated LION asked for the contribution from different libraries for E-books. Lisa took the money from the Annual fund drive to support the E-books collection.

President's Report:

David talked about the concern of Coronavirus. Lisa has prepared a planning list of operations for the library if needed. Lisa said if it gets more serious, she will contact the Executive members on protocol.

Committee Report:

- Administrative policy: Lisa mentioned that she and Tara are working on the employee handbook.
- Personnel: No Report
- Public Relation: No Report
- Nominating: No Report

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Mar 25 20 20 AT 1:03 AM/PM
Karen Helms
EAST LYME TOWN CLERK

- Budget: David stated that the library budget was presented to Board of Selectman on February 10th, 2020. The meeting went very well. Lisa mentioned the Board of Finance hearing is on March 13th, 2020 at 6:30 p.m. and we were 5th on the agenda. She encouraged all the Board members who could attend do so.
- Publication Committee: No Report
- Strategic Planning Committee: No Report

Old Business:

1. **Carpet replacement update:** Lisa got the quote from the carpet company and submitted it to Anna Johnson to review the cost of said carpet. Once she gets an approval, carpet installation will get started. Carpet installation will be tile shape. She will adjust library hours to install the carpets.
2. **Plan of Conservation Development:** Lawrence Fitzgerald reported he has completed the East Lyme 2020 Plan of Conservation Development. This part of strategic planning is requested every ten years. There will be subcommittee planning meeting on March 3, 2020.

New Business:

1. **Board of Finance presentation:** David requested meeting with Board of Finance. All the members from the Board of Finance were present for the meeting. Lisa Timothy, Tara Borden and John Makiaris were also present at the meeting. The presentation went very well. Lisa asked for 0.092% increase in budget for health insurance and employee hike.
2. **Lawsuit:** Lisa stated that the lawsuit involving the case when an autistic child pushed over an elderly woman had been dropped.
3. **Insurance:** Lisa reported on meeting with the “risk management” group coverage regarding the library. She is in talk with Mark Nickerson and Anna Johnson on our needed coverage. Lisa will also ask Norm Peck on his recommendation.

Adjournment:

Christie Hayes made a motion to adjourn the meeting at 7:43 p.m. Molly Helms, seconded. The meeting was adjourned.

Date of next meeting: Monday, May 4, 2020 7:00 p.m.

Respectfully Submitted,

Ekata Karanth
Secretary