

FILED

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2021

AT 9:20 AM/PM

EAST LYME PUBLIC LIBRARY

MINUTES of the BOARD of TRUSTEES MEETING

EAST LYME TOWN CLERK September 13, 2021 at 7:00 p.m.

**Members Present:** P. Arnold, D. Berry, N. Bolineni, T. Borden, F. Clemo, A. Fisher, L. Fitzgerald, C. Hayes, M. Helms, D. Jacobs, S. Luber, J. Makiaris, L. McIlhenny, M. Ortiz, A. Rommal, M. Salerno, L. Timothy, P. and M. Zamarka.

**Call to Order:** President, Dave Jacobs, called the meeting to order at 7:04 p.m.

**Delegations from the Public:** None.

**Secretary's Minutes:** Minutes from the meeting of July 12, 2021 were mailed to each trustee. John Makiaris moved that the minutes be accepted. Seconded by Lawrence Fitzgerald. Motion passed.

**Treasurer's Report:** The Treasurer's Report (cumulative through August 31, 2021) was distributed to each trustee. John Makiaris said that the budget is in excellent shape.

**Director's Report:**

Lisa gave her report as follows:

- **Library Numbers:** Door count is 50-60% of two years ago, circulation is 100%. Will begin long Saturdays after Labor Day and open Sundays in mid-October. Both children's and adult's summer reading programs had high participation rates.
- **ARPA (American Rescue Plan Act):** The library has received \$18,199. On order is furniture for the children's room, air purifiers, touchless water fountains and sinks. The library is short on office space and is looking into ideas to rectify this situation. Also, the purchase of an Owl camera which would be useful for Zoom meetings is in discussion. The camera could be used by the public. The town also received funds. A subcommittee of Lisa, Dave, Larry, and Tara will meet to discuss the use of funds and the possible reimbursement of expenses associated with the new book and media drive-up drops.
- **Annual Fund Drive:** This annual drive for FY22 has been mailed. Some of last year's funds have been designated for replacing children's room shelving.
- **LSTA Grant:** An LSTA Grant, written by Rebecca and Tara, has been received, which will be used to hire an artist (Jason Deeble) to provide a series of workshops for middle school students on how to make comic books.
- **Grant Writer Ad:** An ad has been placed to find a grant writer to help write a grant for strategic planning projects for the library and the East Lyme Historical Society.
- **Storywalk:** Lisa announced that a new trail by Abi Cushman is in place, and a grant is in process to hire Carol Glynn to create a Storywalk for next summer based on the local Bride Brook history legend.
- **Training:** Lisa attended "Futures Planning" which may serve as useful framework for library expansion in the future.
- **New Vendor:** A new vendor to create the Lyme Times microfilm has been hired. This will also provide digital access to the Lyme Times for 2020.
- **WiFi:** Wifi signal boosts for entire parking lot has been installed which makes wifi now available there 24/7.

**President's Comments:** Dave mentioned an agreement has been signed with the Historical Society and the Crescent Beach Association regarding the storing of documentation.

He also read the thank you notes from Tara Borden and Sue Guida.

**Committee Reports:**

- **Administrative/policy** – Nothing to report.
- **Personnel:** - The report on personnel has been covered in the Director's Report.
- **Public Relations:** - Nothing to report.
- **Nominating:** - Nothing to report.
- **Budget:** - Budget was discussed in the Treasurer's Report.
- **Publications:** – Nothing to report.
- **Executive:** - Nothing to report.
- **Strategic Planning:** Nothing to report.
- **Social Justice:** Steve Luber said he would like to get going on programs as outlined in the committee's report.

**Old Business:**

- **Amendment to the Bylaws:** Lisa, John, and Larry agreed to meet and assign the A, B, and C Classes to the existing chart of when terms expire for members of the board. A vote on this proposed addition will take place at the next board meeting.

**New Business:**

- **Juneteenth:** A motion was made by Nikita Bolineni to grant a holiday to the library staff in honor of Juneteenth. The motion was seconded by Platt Arnold. Motion passed.
- **Fall Hours:** Discussed under Director's Report.
- **Code of Conduct:** The attached Code of Conduct for Visitors was written by Sarah Meyers and abridged by Lisa and Tara. It was suggested that a reference to the Computer Guidelines be added to this document.
- **Spanish Language Ebooks:** Lisa discussed the need for Spanish Language Ebooks. A motion was made by Molly Helms to set aside two to three thousand to pay for this addition to Ebooks. It was seconded by Loretta McIlhenny. Motion passed.

**Date of next meeting:** Monday, November 8th, 2021 at 7:00 p.m.

There being no further business, Abe Fisher moved that the meeting be adjourned at 8:12 pm. Christie Hayes seconded the motion. Motion passed.

Respectfully submitted,

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Molly A. Helms, Assistant Secretary