

March 14 2022 AT 9:30 AM/PM

EAST LYME PUBLIC LIBRARY
 MINUTES of the BOARD of TRUSTEES MEETING
 March 7, 2022 at 7:00 p.m.

 EAST LYME TOWN CLERK

Members Present: P. Arnold, T. Attanasio, D. Berry, N. Bolineni, T. Borden, L. Fitzgerald, M. Helms, L. Hobby, D. Jacobs, S. Luber, J. Makiaris, L. McIlhenny, M. Ortiz, L. Timothy, and P. Velcofsky. Prospective new member: C. Giamalis. Board of Selectmen Representative: A. Santoro and Library Intern: L. O'Neill.

Call to Order: President, Dave Jacobs, called the meeting to order at 7:03 p.m.

Vote on New Member:

The Curriculum Vita of Christine Giamalis was sent with the Board packets. Jacobs moved that Christine Giamalis become a member of the East Lyme Library's Board of Trustees. Platt Arnold seconded the motion. Motion passed.

Delegations from the Public: Lisa Timothy introduced Lauren O'Neill to the Board. Lauren is serving as a graduate student intern at the library for seven hours a week for one semester.

Secretary's Minutes: Minutes from the meeting of January 3, 2022 were mailed to each trustee. Loretta McIlhenny moved that the minutes be accepted. Seconded by Platt Arnold. Motion passed.

Treasurer's Report: The Treasurer's Report (cumulative through February 23, 2022) was distributed to each trustee. John Makiaris said that the budget is in great shape. Larry Fitzgerald moved that the Treasurer's Report be accepted. Seconded by Nikhita Bolineni. Motion passed

Director's Report:

Lisa gave her report as follows:

- **Annual Library Audit:** Lisa distributed the final audit letter from Murphy & Company, LLC. The Library received a good report and there are no recommendations at this time.
- **Next Year's Budget:** Lisa met with Kevin Seery and also with the Board of Selectmen to discuss next year's budget. The ask budget has been lowered due to slightly lower costs for health insurance and pension. This budget reflects a small reduction again this year. The next meeting for the Board of Finance will take place March 15th and trustees are welcome to attend.
- **Staffing:** Lisa announced that Katherine Brubaker has been hired as a new full time employee to replace the vacancy created by Jean Lachance's leaving.
- **Renovations and Expansion of Building:** Lisa has applied for Town ARPA (American Rescue Plan Act) funds to convert the media pod into a small conference room, cover weekend custodial hours, and for the purchase of a new trash / recycling bin to be placed in front of the building. The three departments of the Community Center have asked for a feasibility study to be done describing the possibility of renovations and expansion of the building.
- **East Lyme History Center:** Lisa met with the museum consultant and members of the historical society to tour the building which has been approved by the Zoning Board. The East Lyme Public Library and East Lyme Historical Society now have joint custody of this building. While there are still details to be worked out, such as making the first floor handicapped accessible, and creating an office for the historical society on the second floor, the building should be open by the end of the calendar year
- **Staff:** Tara is working with the staff on shelving books correctly. For the month of February, the display case featured Black History Month. Kaitlin and Ashley have put together a display on censorship. Two of the vendors the library works with have pro-Nazi literature in their databases, which

the library is watching very closely. Lisa has completed an EDx course for credit on the topic of Digital Humanities. Some staff will be attending the in person Connecticut Library Association conference in Hartford this spring.

- **Annual Report:** The Annual Report is nearing completion. It will then be printed and mailed out.
- **President's Comments:** Dave has also met with Kevin Seery regarding some of the details and financial assistance from the town needed for the new East Lyme History Center. Kevin assured Dave that financial assistance for the Center will be addressed in next year's budget. . One closet of the building is designated for emergency dispatch.

Committee Reports:

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report.
- **Public Relations:** - Nothing to report.
- **Nominating:** - Nothing to report.
- **Budget:** - A budget item will be discussed under New Business.
- **Publications Ad Hoc:** – Nothing to report.
- **Strategic Planning Ad Hoc:** Nothing to report.
- **Social Justice Ad Hoc:** Steve Luber passed around a comprehensive list of books, plays, movies, and other media to be considered for discussion. Steve will be the point person for the new Book Club / discussion and trustees are encouraged to volunteer to lead racial justice book discussions.

Old Business:

- **Historical Museum:** Much of this is listed under President's Comments.

New Business:

- **CD Purchases:** Peter Velcofsky talked about taking some of the funds in the treasury and placing them in a CD once the interest rates are more attractive. The current rate is .05%. After some discussion, Molly Helms moved that the Treasurer and Assistant Treasurer be given the authorization to make a CD transaction when the rates have risen enough, and the information has been disclosed to the Board of Trustees. Deena Beery seconded the motion. Motion passed.
- **Audit Process:** Lisa mentioned that it is typical for auditors to be changed every 3-5 years, and John Makiaris confirmed that now is a good time to consider this. Christine Giamalis moved that Lisa be authorized to begin the process of asking for bids for a new auditor. Platt Arnold seconded the motion. Motion passed.
- **Individual Trustee Pictures:** Lisa said that it was mentioned to her that individual pictures of the trustees at the front desk might be helpful. After a brief discussion, it was decided that our traditional group photo is sufficient.

Date of next meeting: Monday, May 2, 2022 at 7:00 p.m.

There being no further business, Tony Attanasio moved that the meeting be adjourned at 7:55 pm. Larry Fitzgerald seconded the motion. Motion passed.

Respectfully submitted,

Molly A. Helms, Assistant Secretary