

**EAST LYME PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
November 14, 2022, at 7:00 p.m.**

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EAST LYME, CT

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**Members Present:**

P. Arnold, T. Attanasio, D. Berry, A. Fisher, L. Fitzgerald, C. Giamalis, C. Hayes, M. Helms, D. Jacobs, J. Makiaris, L. Timothy, P. Velcofsky, M. Zamarka, A. Santoro.

*Caunhill Helms*  
TOWN CLERK

**Call to order:** President Larry Fitzgerald called the meeting to order at 7:02 p.m.

**Delegations from the Public:**

Lisa Timothy introduced the following new Library staff members to the Board: Katherine Brubaker, Peter Littlefield and Amy Hurt. Also, Sue Jones and Matthew Michaud from Hoyt, Filippetti & Mallaghan, LLC, the accounting firm hired to audit the Library, reported on their findings, indicating there were no issues or material findings, just minor adjustments.

**Secretary's Minutes:** The minutes from the previous meeting were amended (1) to replace "resigned" with "retired" in the first sentence of the "Director's Report," and (2) the second bullet under "New Business" is amended to read: "Christie Hayes and Platt Arnold agreed to join Deena Barry on the Nomination Committee." Platt Arnold made a motion to accept the minutes of the previous meeting, as so amended. Christie Hayes seconded. The motion was accepted.

**Treasurer's Report:** John Makiaris acknowledged the positive findings and timely completion of the Library's audit. Since the Library's current holdings exceed the FDIC insured amount, Peter Velcofsky and John Makiaris will be contacting Kevin Gervais, the new East Lyme Director of Finance, to discuss investment vehicles that are insured and offer an equal or better return.

**Director's Report:** Lisa Timothy reported that the RFP for the Community Center feasibility plan was withdrawn and will be issued in 2023 as an RFQ. In order to utilize the new conference room, the furniture currently stored there will be moved out and placed with the furniture being stored for the new history center. The project converting the closed stacks into an office continues to be stalled, as does the lease for the history center. Custodial coverage on weekends continues to be a growing concern. The Library is still down one staff member but the search has been delayed until January, 2023. 2023 meeting dates and the 2022-23 holiday schedule were presented. The holiday hours were changed so that the Library will now close at 3:00 pm New Year's Eve 2022 and 2023.

**President's Update:** Larry Fitzgerald displayed the Millstone Plaque, which will be displayed on a garden stake, a photo of which was also presented. Larry met with Dave Jacobs, Holly Cheeseman and Lisa Timothy to discuss placement of the millstone, and it was decided to mount it on a garden stake.

**Committee Report:**

- **Administrative/policy:** No Report.
- **Personnel:** No Report.
- **Public Relation:** No Report.
- **Nominating:** Lois Hobby has resigned from the Board. The Board members shared their thoughts for filling the spots.
- **Budget:** Lisa Timothy presented the first draft of the FY2023-24 budget. It includes the maximum amount of health insurance benefits for the new staff member to be hired in 2023, and an estimated 4% increase in health insurance.
- **Publication Committee:** Chris Giamalis discussed the progress made on Lisa Timothy's idea to turn the History of Bridebrook story on Storybook Trail into a children's book. Chris met with a local publisher who recommended that the library deal directly with a printer, thereby lowering production cost. The

author of the story, Carol Glynn, is amenable to the idea of having it published, but is too busy at present to make the changes needed to convert it from a trail story to book format, so the idea is on hold until next year. Lisa Timothy mentioned the possibility of providing a copy of the book to all East Lyme students in Kindergarten or 1st grade.

- Strategic Planning Committee: No Report
- Social Justice Committee: Lisa Timothy indicated the Library has launched its 2 new wi-fi hotspots. The Library is alerting the public about them via Care & Share outreach and student flyers.

**Old Business:**

- Privacy Policy: Lisa Timothy distributed the final Privacy Policy, which Mark Zamarka had reviewed. The application for a child's library card (which is signed by their parent/guardian), now contains the following statement: "I accept full responsibility for all materials borrowed on this card and will comply with library policies." This statement is already on the back of adult library cards. Dave Jacobs moved to adopt the Privacy Policy as presented. Molly Helms seconded. The motion was accepted.

**New Business:**

- Lisa Timothy indicated she had completed the necessary forms for the Library to receive the donation from Dorothy Hull, which is approximately \$65,000. Although donations greater than \$1,000 are usually added to the Foundation's endowment, the Board discussed putting this money into a separate Certificate of Deposit, with the eventual possibility of using it as seed for money for the projected Library expansion. Abe Fisher made a motion to invest the Hull donation into a 1-year Certificate of Deposit. Christie Hayes seconded. The motion was accepted.

**Adjournment:** Molly Helms made a motion to adjourn the meeting at 8:17 pm. Christine Giamalis seconded. The meeting was adjourned.

**Date of next meeting:** Monday, January 9, 2023, 7:00 p.m.

Respectfully Submitted,

Christine Giamalis  
Assistant Secretary