

East Lyme Public Library

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**Minutes of the Board of Trustees Bi-Monthly Meeting
September 8, 2014**

Present: A. Attanasio, D. Arnold, C. Biondi, T. Borden, J. Boyle, H. Cheeseman, K. He, M. Helms, L. Hobby, J. Hoyer, D. Jacobs, L. McIlhenny, A. Mishra, C. Peterson, R. Scotka, B. Skinner, L. Timothy and C. Weber.

Call to Order: President Dave Jacobs called the meeting to order at 7:30pm.

Delegations from the Public: None. President Dave Jacobs took this moment to introduce and welcome new Board member Tony Attanasio and our new Children's Librarian, Rebecca Scotka.

Secretary's Minutes: Minutes of the previous bi-monthly meeting dated July 7, 2014 were examined. Holly Cheeseman moved that the minutes be accepted. Seconded by Barbara Skinner. Unanimous voice approval. Dave Arnold abstaining.

Treasurer's Report: Associate Treasurer Loretta McIlhenny reports that all is well two months into our fiscal year. Executive Director Lisa Timothy noted minor corrections made to the budget balance sheet since Sept. 1st. June Hoyer questioned what the Public Relations expenditure was for (line item 47621 of the Annual Fund Drive). Lisa identified it as a catering cost. Dave Arnold moved that the Treasurer's Report be accepted. Co-seconded by Holly Cheeseman and Kevin He. Unanimous voice approval.

Director's Report: Lisa Timothy welcomed Rebecca Scotka to the meeting. They have been busy planning children's programs... a retirement luncheon for Randy Haines will be held on Friday, Sept. 12th at noon in the staff lounge. The Board's gift to Randy is a New York Jets coffee table book which was passed around for signatures... Shelves Matt Bennett has resigned effective August 27th. A replacement search is underway... a mobile phone barcode scanner has been purchased and is in use at the circulation desk. East Lyme is the first LION member to use this technology... the Foundation's Swing Dance was cancelled... the FY 2014 Audit and Tax Return preparation is underway... the reading room is scheduled to be painted in November or December... all staff evaluations have been completed except for one... in anticipation of placing a list of Trustee's names at the desk, Lisa asked the Board's

opinion on including our contact info (phone/email). It was agreed that only Dave Jacobs' e-mail address info will be listed.

President's Update: *Dave Jacobs referenced a recent New York Times article about the Queens, NY public library's financial misappropriation problems and how they were caused, in part, by a lack of oversight. It was a timely story as our auditors had just recently stressed the importance of strengthening our own oversight procedures, which we did.*

Dave urged members of the Board to consider attending an October 24th conference hosted by the Association of Ct. Library Boards at the University of Hartford.

Committee Reports:

Administrative/Policy: *None.*

Personnel: *Lisa and Mary Walsh are working on a draft of the T-51 Policy.*

Public Relations/Promotions: *Dave Jacobs complimented June Hoyer on the great job she did on the Rebecca Scotka news article which was published by the Hartford Courant and other print media. Barbara Skinner suggested a story about the East Lyme Library Foundation.*

Nominating: *None.*

Budget: *None.*

Publications: *Corinne Weber suggested the committee meet to organize a concerted effort to publicize our book offerings.*

Old Business:

Assistant Secretary: *Dave Jacobs opened this discussion with the question as to whether the Board wanted to have an elected Ast. Secretary. While the By-Laws do not require such a position, and there is not currently an elected Assistant Secretary, it was Dave's opinion that the Board should have one and that, hopefully, someone will volunteer. After general agreement on that point, Corinne Weber moved THAT THE BOARD OF TRUSTEES HAVE AN ASSISTANT SECRETARY POSITION. Seconded by Loretta McIlhenny. Unanimous voice approval.*

In a follow-up to that vote, Dave asked if there were any volunteers to fill the position. There being none, Dave asked the Trustees to give more thought to it in the interim before the next meeting, when he will again ask for a volunteer.

Director Goals for the Upcoming Year: Lisa Timothy outlined four projects she would like to focus on over the next year. They are:

- Hire an Assistant Children's Librarian/update programs and services.
- Continue data collection.
- Further develop emergency planning.
- Develop ideas and strategically plan for new building or renovations to same.

As for the last goal (strategic planning), Lisa gave a brief overview of the town's current thinking on its infrastructure. Because libraries are inherently difficult to move (their physical housing must be constructed with loaded stack weights in mind), she think the library will stay put where it is and, in doing so, maybe gain some interior space in the Community Center to be used for meeting or technical services space should other town departments depart for new locales.

On another note, Lisa would like permission to purchase more e-books, not specifically for our collection, but for LION distribution. Dave Jacobs would like to put that idea to discussion and placed it on the next meeting's agenda.

June Hoyer moved to adopt the Executive Director's goals. Seconded by Loretta McIlhenny. Unanimous voice approval.

New Business:

Board Committees: Dave Jacobs will propose suggested committee assignments and email them out to the Trustees. He would like your feedback. He will then present the final product as a slate to be voted on at the next meeting.

Set Dates for Next Year's Board Meetings: A schedule of 2015/16 Board Bi-Monthly and Annual meetings was presented. Two changes were approved as follows: July 6th changed to July 13th and September 14th changed to September 15th.

June Hoyer asked to add to the New Business agenda if the library could set up "email blasts" to announce newsworthy events. Lisa said that she will look into software for this.

Adjournment: Corinne Weber moved that the meeting be adjourned. Seconded by Holly Cheeseman. Unanimous voice approval. Meeting adjourned at 8:45pm.

Date of Next Meeting: Monday, November 17, 2014, 7:30pm.

Respectfully submitted,

Jerome F. Boyle, Secretary