

East Lyme Public Library

**Minutes of the Board of Trustees Bi-Monthly Meeting
November 17, 2014**

Present: D. Arnold, T. Borden, J. Boyle, K. He, M. Helms, L. Hobby, J. Hoye, D. Jacobs, L. McIlhenny, C. Peterson, B. Skinner, L. Timothy and M. Walsh.

Call to Order: President Dave Jacobs called the meeting to order at 7:32pm.

Delegations from the Public: None.

Secretary's Minutes: Minutes of the previous bi-monthly meeting dated September 8, 2014 were examined. Dave Arnold moved that the minutes be accepted. Seconded by June Hoye. Unanimous voice approval. Mary Walsh abstaining.

Treasurer's Report: Associate Treasurer Loretta McIlhenny reports that the budget looks very good at four months into our fiscal year. Mary Walsh commented on the last line in the October, 2014 Annual Fund Drive Report which reads "Revenue – (minus) Expenses = (equals)" followed by three amounts for FY13, FY14 and FY15. Mary suggested that it be excluded in its entirety as it implies a surplus, which it does not; it actually means nothing as any monies left over after expenses are naturally spent on purchases. Executive Director Lisa Timothy agreed with her point and will remove it from future reports.

June Hoye noted that the Fund Drive's Public Relations line item (#47621) more than doubled in FY14 from the prior year. Lisa explained that it was due in part to a catering cost increase brought about by a much larger guest list for our reception two years ago in addition to Bill Deakyne's retirement party, as compared to last summer's photo gallery opening affair. This lead to a general discussion about the appropriateness of that line item's label; "Public Relations". The thought being that catering costs might be perceived as a bit outside the realm of "PR" endeavors. Dave Jacobs said that we should give more thought to calling it something more specific.

Mary Walsh noted that, in the same Fund Drive Report, the portion of the funds raised used to buy books and materials is not shown. Her point being that people do not give money to a fund drive for it to be saved. They give it with the intent that it be spent.

Dave Arnold moved that the Treasurer's Report be accepted. Seconded by Molly Helms. Unanimous voice approval.

East Lyme Public Library, November 17, 2014 Bi-Monthly Minutes, Board of Trustees

FILED IN EAST LYME
CONNECTICUT
Jan 6, 2015 AT 2:30 AM/PM
Kathleen Walsh
EAST LYME TOWN CLERK

Director's Report: Lisa Timothy reported that she is looking into emailing the library's newsletter. The goal is to have it sent out by this winter... discussions are underway with Cannon regarding a lease of a state of the art color copying machine which would be tied into our computer bank. The lease would include the cost of toner cartridges. We would also slightly increase our per sheet printing charges. Possible savings are estimated at two to three thousand dollars per year... a library programming survey is due out this week. It will be placed in the Park & Rec's "East Lyme Events" catalogue being mailed out to households.

President's Update: Dave Jacobs read a Thank You note he received from retired Children's Librarian Randy Haines for the departing gift he received from the Board... Dave had nominated former Board member John Makiaris for a "Trustee of the Year" award from the Association of Connecticut Library Boards. Dave noted John's long and exemplary service to the Board. He received the award on October 24th. John was in attendance at our bi-monthly meeting and stated that he was totally surprised by the award... the 2015 Trustee meeting dates were distributed.

Committee Reports:

Administrative/Policy: Lisa Timothy states that she and the Committee continue to work on revisions to the Personnel Policy (T-51). Their goal is to have it completed and ready for a vote at the January '15 meeting. Tonight, they were looking for consensus on the following issues:

- 1) Eliminate distinction between professional and "non-professional" staff in awarding vacation time and a graduated award of vacation time for all employees.
- 2) Sick time policy revisions to address how unused sick time is paid and the possibility of offering a Short Term Disability program.
- 3) Update maternity policy to quote existing state law and possibly incorporate adoption and paternity leave,
- 4) Eliminate Lincoln's Birthday and replace it with a floating holiday.

Personnel: Lisa reports that Shelver Matt Bennett's departure is currently being filled by newly hired part-time staff.

Public Relations/Promotions: June Hoyer has offered to write a press release on John Makiaris's Trustee of the Year award.

Nominating: None.

Budget: Lisa presented the first draft of the library's proposed budget for the year ending June 30, 2016. She described it as very straight forward with a base raise for

the staff and slight increases in retirement, health insurance and telephone costs. \$2,000.00 is being budgeted for e-purchases (e-books, etc.) through LION and for LION distribution each. Lisa will monitor the effect of new e-reader gifting after the holidays. Demand is expected to remain strong.

Publications: None.

Old Business:

Assistant Secretary: Dave Jacobs opened this discussion with the question as to whether anyone wished to be considered for the open Assistant Secretary position. Dave Arnold volunteered. June Hoyer moved that Dave's name be placed in nomination. Seconded by Barbara Skinner. Unanimous voice approval.

New Business:

Board Committee Assignments: A roster of 2015 committee assignments had been distributed to the Board prior to the meeting. Dave asked if anyone had a conflict or concern about their assignments. Hearing none, the assignments are acceptable to all.

E-Cigarette Policy: An e-cigarette policy had been distributed to the Board prior to the meeting. Part 1 prohibited the use of such devices anywhere in the library or at any of its activities. Part 2 was a question as to whether the library would allow its public computers to be used as charging stations for such. The consensus was to approve Part 1 but allow the charging of such devices (Part 2). Loretta McIlhenny moved that the East Lyme Library prohibit the use of e-cigarettes anywhere in its building or at any of its activities. Seconded by Dave Arnold. Unanimous voice approval.

Children's Room Internet Policy: A policy concerning this issue had been distributed to the Board prior to the meeting. Molly Helms asked if filters are still in place on these computers. Lisa Timothy stated that they are in place. No further discussion.

Adjournment: Creig Peterson moved that the meeting be adjourned. Seconded by Molly Helms. Unanimous voice approval. Meeting adjourned at 9:05pm.

Date of Next Meeting: Monday, January 5, 2015, 7:30pm.

Respectfully submitted,

Jerome F. Boyle, Secretary

