

**Minutes of the Board of Trustees Bi-Monthly Meeting
January 6, 2014**

Next Bi-Monthly Meeting: March 3, 2014 at 7:30pm

Present: P. Aleo, J. Arenson, B. Birmingham, T. Borden, J. Boyle, H. Cheeseman, J. Hoyer, D. Jacobs, J. Makiaris, R. Morrill, C. Peterson, L. Timothy, and S. Wechsler.

Call to Order: President Dave Jacobs called the meeting to order at 7:31pm.

Delegations from the Public: None.

Secretary's Minutes: Minutes of the previous bi-monthly meeting dated November 18, 2013 were examined. Creig Peterson inquired about updates on three items in the minutes; how "Zinio" (e-magazines) is doing, the status of the sprinkler system in the Closed Stack area and a Gates Foundation (Edge Initiative) update. Director Lisa Timothy reported that Zinio continues to do well. The issue of the too tall stacks in the closed stack room is still under review. It is hoped that a waiver for the violation in question resolves the issue. Lisa referred to a handout concerning the Edge Initiative progress. Holly Cheeseman moved that the minutes be accepted. Seconded by Barbara Birmingham. Unanimous voice approval.

Treasurer's Report: Treasurer Barbara Birmingham reported that everything is fine and that all line item expenditures are below or at where we should be at this point in time. Creig Peterson questioned the negative current balance in the Insurance line item (#42201). Lisa explained that it was generated by a refund. John Makiaris moved that the Treasurer's Report be accepted. Seconded by Holly Cheeseman. Unanimous voice approval.

Director's Report: Lisa Timothy reported that staff panic buttons have been installed at all three desk locations in the library at a cost of less than \$500.00. Their activation will trigger a police response. The new lighting in the Children's Library has been installed. The color of the new ceiling tiles installed as a result of the install does not exactly match the original surrounding tiles. Lisa will work on a solution. Lisa and Lois Hobby have selected 22 historical pictures from the library's collection to be copied, captioned, matted and framed for display in the library. They will also be scanned onto a disk for website display. Dave Jacobs added that the pictures are historically appropriate to East Lyme.

In response to Mary Walsh's comments at the previous Board meeting about the library's hours meeting the needs of its patrons, Lisa stated that she has started collecting patron volume stats during weekend opening, midday and closing intervals. The purpose being to examine if those hours need to be adjusted to better suit our patron's attendance patterns. While the recent holiday period was not the ideal time for such a survey, she will continue her efforts through the spring in order to compile a more useful data base. Dave Jacobs stated that he will put the Saturday hours issue on the Board's March Agenda for further discussion.

President's Update: *Dave Jacobs reported that the yearly audit has been completed. Everything looks fine, no red flags have been waived by the auditors and the required tax returns have been filed. Dave passed a copy of the audit report to the Trustees in attendance for review.*

Committee Reports:

Administrative/Policy: *No report.*

Personnel: *Lisa Timothy reported that the Children's Librarian, Randy Haines, is currently on a one month medical leave. Staffing has been adjusted to cover his absence. Lisa also informed the Board that Radha Thanabal, Assistant Coordinator of the Circulation Department, has now raised \$22,976 in funds from the sale of used books/videos since 2010. The Board was very impressed with that amount and appreciative of her efforts.*

Public Relations/Promotions: *No report.*

Nominating: *Barbara Birmingham reported that there are still two openings on the Board of Trustees. She asked that if anyone knows of someone who may be interested in serving to contact either Holly Cheeseman or herself.*

Publications: *Lisa Timothy reported that more books continue to be sold at various commercial and community locations throughout the town.*

Budget: *Lisa reports that she met recently with First Selectman Paul Formica to discuss the library's 2014-2015 budget. They met for more than an hour. Topics included the wide price range in the bids received to paint the library interior, the increase in staff salary and a general discussion about future expansion plans for the library, either within the Community Center building or elsewhere. Lisa still does not*

have an accurate health insurance figure for next year. She has used a lower cost for now, but may revise the cost of that item in the budget to the higher number.

Old Business:

Official Vote on Director's Evaluation Process: Creig Peterson reminded the Board that no approving vote had been taken as yet on this process. Dave Jacobs concurred and moved the vote ahead onto the Board's March meeting agenda so that appropriate information would be available to the Trustees for such a vote.

New Business:

Developing a 5–10 year plan: In light of the First Selectman's budget remarks to Lisa about future plans for the library, both Lisa and Dave encouraged the Board members to begin thinking anew about how the library should physically grow to meet future needs. Any ideas should be forwarded to them.

Other: Dave asked if anyone had come up with ideas for a library logo to be used on book bags, coffee mugs, etc. Lastly, Dave mentioned that he and Lisa are always in close conversation concerning developing weather emergencies that might affect the library's operation and require closure.

Adjournment: June Hoye moved that the meeting be adjourned. Seconded by Simon Wechsler. Unanimous voice approval. The meeting adjourned at 8:30pm.

Date of next Meeting: Monday, March 3, 2014 at 7:30pm.

Respectfully submitted,

Jerome F. Boyle, Secretary

