

Minutes of the Board of Trustees Bi-Monthly Meeting
March 3, 2014

Next Bi-Monthly Meeting: May 5, 2014 at 7:30pm

Present: P. Aleo, D. Arnold, B. Birmingham, J. Boyle, H. Cheeseman, J. Hoye, D. Jacobs, J. Makiaris, L. McIlhenny, C. Peterson, L. Timothy, M. Walsh and S. Wechsler.

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

Delegations from the Public: None.

Committee Reports:

Nominating: President Dave Jacobs, with the Board's approval, juggled the meeting agenda order to make this report the next order of business and to announce the presence of Board nominee Loretta McIlhenny. Dave stated that Loretta had expressed a desire to serve as a Trustee. Committee Chairman Barbara Birmingham nominated Loretta for membership. Loretta has lived in East Lyme for 47 years and is a frequent library patron and Book Club member. Holly Cheeseman moved that the Board vote on the nomination of Loretta McIlhenny to the Board of Trustees. Seconded by June Hoye. Loretta was welcomed to the Board by unanimous voice approval.

The President noted that the High School member's terms on the Board will be ending soon (July) and that Lisa has already been in contact with the school administration about next year's representatives. A general discussion ensued concerning the Board's By-Laws and whether Salem students (ELHS) are eligible for consideration. With helpful insight from Mary Walsh, it was agreed that they are.

Barbara Birmingham praised current student members Pat Aleo, Jason Arenson and Simon Wechsler for their active participation. Their suggestions, ideas and youthful insight were appreciated by the Board.

Secretary's Minutes: Minutes of the previous bi-monthly meeting dated January 6, 2014 were examined. Barbara Birmingham moved that the minutes be accepted. Seconded by Holly Cheeseman. Unanimous voice approval. Dave Arnold and Mary Walsh abstained.

Treasurer's Report: *Treasurer Barbara Birmingham reported that everything is fine and looking good, adding that the budget is at or below where we were at this point last year. Dave Arnold questioned the apparent negative amount (\$80,451.62) posted on page 1 of the budget statement under account # 10201(Deposit Balances). Director Lisa Timothy explained that that line item is the library's Chelsea Groton checking account balance and the amount in question is the sum of the withdrawals recorded on that account, not its balance.*

Creig Peterson questioned what the Accruals Account is (page 1). Lisa explained that the amount in the Accruals Account is an adjustment made by the auditor, not the library. Creig also asked Lisa general questions about the Retirement Plan (57401), Life Insurance (57801), and Transfers from the Transient Gift Fund (32521). In short, her responses were that the retirement plan covers only full time employees, that the life insurance premium increased only slightly and that gift transfers listed represent the amount given by the fund housed at the Eastern Connecticut Community Foundation. Creig also commented on how much better the Fund Drive statement works and looks.

Dave Arnold moved that the Board accept the Treasurers Report. Holly Cheeseman seconded. Unanimous voice approval.

Director's Report: *Lisa, referencing the recently received auditor's letter, reports that our financial structure is in good shape. In other matters, the picture Gallery will be completed by June and June 26th looks to be a good date to hold a Donor Reception/Picture Gallery Opening... CIRMA (Ct. Interlocal Risk Management Agency) is doing a lengthy survey of safety issues... there will be a slight increase in the employee health insurance premium for this fiscal year. The current budget allocation will cover it.*

Dave Arnold initiated a discussion concerning the aforementioned letter from our auditor (Ed Lorah and Associates) and its mention of the library's organization structure; specifically as it pertains to matters of financial accounting and internal controls. Dave Jacobs explained that while the auditor found our financial reporting and controls adequate, our limited staff precluded stronger oversight. The auditor wrote that "This situation dictates that the Board of Trustees remains involved in the financial affairs of the Library to provide oversight and independent review functions."

Mary Walsh suggested that David and Lisa inform the Board, in writing, about the delegation of the duties of financial recording/management; i.e. bank deposits and check writing (who has access to money coming in and going out). The suggestion was accepted and will be implemented.

President's Update: Dave Jacobs reported that a significant theft from the library occurred February 27th. Twenty six (26) DVDs (mostly Twilight Zone Series), valued at \$250.00, were removed from their protective cases. The theft was reported to the Resident State Trooper.

Committee Reports:

Administrative/Policy: No report.

Personnel: Mary Walsh reported that the T-51 Personnel Policy has been reviewed. It was found to be largely outdated. Lisa has surveyed other local library's policies and specific recommendations will be forthcoming. Lisa Timothy reported that the Children's Librarian, Randy Haines, is back at work from a medical leave. He thinks he may retire at the end of this summer. Lisa reports that many of the library's Job Descriptions are outdated. While the descriptions for jobs which have been filled by newer hires are OK, those for jobs which have not been filled for 10-15+ years need to be re-written. Simon Wechsler suggested that all job descriptions be updated on a regular schedule. Mary Walsh thought that that suggestion could be written into the T-51 Personnel Policy.

Public Relations/Promotions: No report.

Budget: Lisa gave an update on the 2014-2015 budget request. She reports that no dollar number has yet been received from the Town Finance Director on retirement costs and pension fund increases... two mistakes were discovered and corrected in the Town's version of library budget request... currently, Lisa is asking for \$1,032,338, a \$29,040 increase from last year's 1,003,298... Dave Jacobs encouraged the Board members to attend the Board of Finance budget hearing scheduled for March 20th at 6:30pm and/or the deliberations scheduled for April 9th at 7pm.

Publications: None.

Old Business:

Official Vote on Director's Evaluation Process: A final draft of the Process had been distributed to the Board prior to the meeting. It was submitted by Creig Peterson, Chairman of the Personnel Committee. It consisted of two parts; a.) A purpose/procedure statement and topic template to be used by the Executive Director in his/her Self-Evaluation and b.) An appendix of suggested criteria for review.

Barbara Birmingham felt that while the first part of the document was appropriate, the appendix section was far too detailed and made the document, as a whole, less than useful. Dave Jacobs agreed with her.

Creig disagreed. He stated the appendix only explains the detail being looked for in the self-evaluation process; it is not part of the process itself. Mary Walsh stated that the document, including the appendix, is actually the product of what Lisa Timothy herself thought were important criteria for review.

The discussion, pro and con, continued along the line that while the evaluation process portion of the document was generally acceptable, the Appendix, as written, was or was not acceptable and should or should not be an integral part of the document.

Dave Jacobs asked that acceptance of the document be put to a vote and asked for a motion. Dave Arnold moved that The Evaluation of the Library Director Document be accepted up to the Appendix Section and that the Appendix Section be issued as a separate document to be used as a guideline to the Board of Trustees. Seconded by Barbara Birmingham.

With no vote having been taken, the discussion continued as to the purpose and content of the Appendix. A consensus was reached that the matter should be postponed to the next meeting and the document returned to the Personnel Committee for further discussion.

Dave Jacobs asked for a motion to withdraw the standing motion. Dave Arnold moved that The motion to accept the Library Director Evaluation Document be withdrawn. Seconded by Barbara Birmingham. Unanimous voice approval.

Holly Cheeseman then moved To postpone the acceptance of the Library Director Evaluation Document and send it back to the Personnel Committee for further discussion. Seconded by Barbara Birmingham. Majority voice approval with Creig Peterson and Simon Wechsler opposed.

Saturday Hours Update: Dave Jacobs stated that we need to take a look at the library's operating hours in general. Lisa Timothy reported that it would cost approximately \$3,000.00 a year to add an extra hour a day to the current opening and closing times. Dave Arnold thought we should be trying to increase our volunteer hours. Lisa said that it would be hard to schedule volunteers on a consistent basis.

New Business: None.

Adjournment: Dave Arnold moved that the meeting be adjourned. Seconded by June Hoye. Unanimous voice approval. The meeting adjourned at 9pm.

Date of next Meeting: Monday, May 5, 2014 at 7:30pm.

Respectfully submitted,

Jerome F. Boyle, Secretary

