

**Minutes of the Board of Trustees Bi-Monthly Meeting
May 5, 2014**

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

Present: D. Arnold, B. Birmingham, J. Boyle, H. Cheeseman, L. Hobby, J. Hoyer, D. Jacobs, J. Makiaris, L. McIlhenny, C. Peterson, B. Skinner, L. Timothy, M. Walsh, C. Weber and S. Wechsler.

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

Delegations from the Public: None.

Secretary's Minutes: Minutes of the previous bi-monthly meeting dated March 3, 2014 were examined. Barbara Birmingham moved that the minutes be accepted. Seconded by Holly Cheeseman. Unanimous voice approval.

Treasurer's Report: Treasurer Barbara Birmingham reported that as the end of the fiscal year approaches, we are a little under spent on book purchases, which Lisa Timothy will address. As for the rest of the budget, she reports that we are right on track. Creig Peterson questioned a misc. expense of \$4.37 (Line Item 49001/Page 3) and Fund Drive Expenses (Line Item 45421/Page 5). Lisa stated that the \$4.37 might possibly be for envelopes and the Fund Drive Expenses listed were for printing brochures. Dave Arnold moved to accept the Treasurer's Report. Seconded by John Makiaris. Unanimous voice approval.

Director's Report: Lisa Timothy reported that the Fund Drive is being developed. This year's featured artwork is a starfish, which she showed to the Board... the E.L. Library Foundation 2nd Annual Swing Dance is scheduled for July 18th...some books in the East Lyme Room will undergo an appraisal shortly. The appraisers may also be hired to identify the top 10 or 15 most valuable items...The archive committee is looking to locate more room for the East Lyme Room collection... Lisa's summer work schedule will change slightly to accommodate her twins. She will be working more Mondays and fewer Thursdays.

President's Update: Dave Jacobs reported that five members of the Board will be leaving as their terms end in July; Patrick Aleo, Jason Arenson, Simon Wechsler (our three High School students), Barbara Birmingham and John Makiaris. In recognition of

their service, Dave made a series of three motions to adopt three RESOLUTIONS honoring these board members, as follows:

- 1) Move that "In honor of their two year terms of service on the library's Board of Trustees, and in recognition of their fulfillment of their Trustee duties as High School Representatives, be it RESOLVED that Patrick Aleo, Jason Arenson and Simon Wechsler are recognized for their distinguished service with grateful and sincere thanks for their dedicated contributions to the library".*
- 2) Move that "In honor of her nine year term of continuous service on the library's Board of Trustees, and in recognition of her fulfillment of her Trustee duties as Treasurer, be it RESOLVED that Barbara Birmingham is recognized for her distinguished service with grateful and sincere thanks for her dedicated contributions to the library".*
- 3) Move that "In honor of his nine year term of continuous service on the library's Board of Trustees, and in recognition of his fulfillment of his Trustee duties as President and Treasurer, be it RESOLVED that John A. Makiaris is recognized for his distinguished service with grateful and sincere thanks for his dedicated contributions to the library'.*

All Resolutions were seconded by June Hoyer and passed with unanimous voice approval. Those honorees in attendance were presented with copies of their respective Resolutions and a gift book. All were warmly applauded.

Committee Reports:

Administrative/Policy: None

Personnel: Lisa Timothy informed the Board that Children's Librarian Randy Haines has officially submitted his resignation, effective early September. The position has been posted with a closing date of May 15th. The posting has thus far generated a nationwide response. To date, the Personnel Committee has received 21 resumes and about 5 of those are interview worthy candidates. The time frame is to hire someone this summer to be on board in September. When asked if an entry level candidate would be considered, Lisa said that was possible but added she does not speak for the committee.

Public Relations/Promotions: June Hoyer, Committee Chairwoman, asked if it is published anywhere as to what the duties are of the committee chairperson. Later in the meeting, Dave Jacobs found such a document and gave a copy to June.

Nominating: Barbara Birmingham reports that an appointment is being set up to interview 7-10 High School students interested in serving as student representatives on the Board. Holly, Barbara and Lisa will do the interviewing. It was discussed whether a current student board member could join them.

Budget: Lisa Timothy reported that she and Loretta McIlhenny attended a town Finance Board meeting in March and John Makiaris attended a public meeting last week. Our Capital request for painting costs was slightly reduced at the March meeting. It should have no real effect on the painting project, however.

Publications Committee: Corinne Weber spoke briefly about tentative plans for hosting a reception/book signing for author Caroline Zinzer.

Old Business:

Director Evaluation: Dave Jacobs gave a brief overview of the evolution of the evaluation document; the initial document being considered too long and detailed by a majority of the Board, his asking the committee to pare it down for re-submission and his liking of the final product.

As the discussion headed toward a motion to accept, Simon Wechsler brought up a discussion he recalled from the last meeting in which it was suggested that a section addressing public relations be added to the evaluation. Specifically, adding an "I" sub-section to Section III (Areas to be Covered). Lisa said that the committee could work on that and later amend the document to reflect any addition.

Holly Cheeseman made a motion to approve the evaluation as revised and to be amended in the future to include a "Public Relations" sub-section to Section III. Seconded by Barbara Birmingham. Unanimous voice approval.

Management Letter Follow Up: Lisa distributed a copy of a memo from herself and Treasurer Barbara Birmingham outlining the library's financial controls and procedures currently in place. The memo was requested by the Board membership. It was prompted by a management letter from the Library's auditor in which it was suggested that the Board remain involved in the financial affairs of the library.

Stolen DVDs: Lisa gave a brief review of what happened. After an initial theft of fiction series DVDs valued at \$250 was reported to the police, a subsequent discovery of missing documentary DVDs valued at \$100 was similarly reported. Currently, all DVDs have been are being moved into locked cases. A better solution for the future is to move them back onto the floor in a location better visible from the Desk.

A general discussion ensued concerning the installation, cost and effectiveness of security cameras. Mary Walsh stated her opposition to cameras in the library. She considers the idea to be an overreaction to this particular theft, adding that we need to maintain a comfortable environment for our patrons. Lisa concluded that cameras are not endorsed by the Board and that, for now, locking up the disk cases seems much less expensive and more effective than cameras.

New Business:

Overdrive/Zinio: Lisa attended a recent LION meeting which highlighted impending changes in how e-materials are purchased. We may soon need to cover additional costs of leasing Overdrive, and the media platform for our online magazines (Zinio). A decision is nearing as to whether we need to set aside an e-material budget. The State Library may also provide e-material to public libraries. We have until October to make a decision about the emagazines.

Adjournment: Barbara Birmingham moved that the meeting be adjourned. Seconded by Barbara Skinner. Unanimous voice approval. The meeting adjourned at 8:44pm.

Date of next Meeting: Monday, July 7, 2014 at 7:00pm (Annual Meeting))

7:30pm (Bi-Annual Meeting)

Respectfully submitted,

Jerome F. Boyle, Secretary