

**Minutes of the Board of Trustees Bi-Monthly Meeting  
July 7, 2014**

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

**Call to Order:** President Dave Jacobs called the meeting to order at 7:44pm.

**Delegations from the Public:** None.

**Secretary's Minutes:** Minutes of the previous bi-monthly meeting dated May 5, 2014 were examined. June Hoyer called the Board's attention to the Old Business/Director Evaluation topic (page 3). In it, Holly Cheeseman had made a motion to approve the evaluation document and amend it in the future to include a "Public Relations" subsection to Section III, as pointed out to the Board by Simon Wechsler at that time. June asked when the amendment would occur. Lisa Timothy will add it to the next bi-monthly agenda. Creig Peterson moved that the minutes be accepted. Seconded by Holly Cheeseman. Unanimous voice approval.

**President's Update:** Dave Jacobs asked Lisa how the sales of logo printed items are going. Lisa reported that they have gone fairly well. The profits will be added into the book sales... the annual meeting of the East Lyme Library Foundation will be held next Wednesday, July 16<sup>th</sup>.

**Director's Report:** Lisa reported that no tickets have been sold for the Foundation's 2<sup>nd</sup> Annual Swing Dance. Scheduled for July 18<sup>th</sup>, it may be cancelled... the library interior is to be painted beginning next week... more historic photographs from the East Lyme Room will be mounted in public areas.

**Old Business:** Lisa reports that there will be no change in e-magazine or e-book services...no video streaming services are contemplated at this time... no new news to report about the DVD thefts... books in the East Lyme Room have been appraised and none are valued more than \$45.00 and all but two are valued at under \$20.00. The boat models, on the other hand, are quite valuable (\$14,120.00) and could be a source of funds, if sold, or valuable as a display subject.

**New Business:** Creig Peterson reports that Lisa Timothy has been evaluated... Lisa reports that changes to the T-51 Personnel Policy continue. For example, it is likely that

the Library will be open on President Lincoln's birthday and a floating holiday will be created in its place for F/T staff. Lisa spent some time looking into the possibility of providing short term disability insurance in lieu of carrying over sick days year to year but this will most likely not happen... the staff is receiving training in areas that they have an interest; i.e. e-books... a home delivery system is being developed.

Dave Jacobs spoke about revisiting the library current operating hours. Not necessarily adding hours but adjusting opening/closing times... the library is opening one hour earlier (9am) on Saturdays.

Mary Walsh started a discussion about the Board's various Committees, their responsibilities and the importance of members understanding their roles if they serve on such. Holly Cheeseman suggested an orientation session for new members. Loretta McIlhenny supported Mary and Holly's ideas on this subject. As a start, Dave Jacobs will send out via email a copy of the Board of Trustee By-Laws which includes a listing of the committees and their responsibilities. Dave also agrees that a little bit more complete informational packet for new members is in order.

**Election of Officers:** Holly Cheeseman presented a slate of Officers for consideration by the membership. She moved that the slate be accepted. Seconded by Kevin He. Unanimous voice approval. The board opted not to elect an Assistant Secretary at this time and will reexamine the issue as needed at future meetings. The Officers are:

|                 |           |                   |                     |
|-----------------|-----------|-------------------|---------------------|
| David Jacobs    | President | Holly Cheeseman   | Vice President      |
| Richard Morrill | Treasurer | Loretta McIlhenny | Associate Treasurer |
| Jerome Boyle    | Secretary |                   |                     |

**Any Other Committee Reports:** In a personnel matter, Dave Jacobs solicited suggestions as to how the Board should honor the long service of departing Children's Librarian Randi Haines. Members were encouraged to email their ideas to Dave.

**Adjournment:** June Hoyer moved that the meeting be adjourned. Seconded by Kevin He. Unanimous voice approval. The meeting adjourned at 8:26pm.

**Next Bi-Monthly Meeting: September 8, 2014 at 7:30pm**

Respectfully submitted,

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Jerome F. Boyle, Secretary