

**Minutes of the Board of Trustees Bi-Monthly Meeting
November 18, 2013**

Next Bi-Monthly Meeting: January 6, 2014 at 7:30pm

Present: P. Aleo, J. Arenson, D. Arnold, T. Borden, B. Birmingham, J. Boyle, H. Cheeseman, L. Hobby, J. Hoye, D. Jacobs, J. Makiaris, R. Morrill, 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: The minutes of the previous bi-monthly meeting dated September 9, 2013 were examined. David Arnold moved that the minutes be accepted. Seconded by June Hoye followed by unanimous voice approval with abstentions by Mary Walsh, Barbara Birmingham and Creig Peterson.

Treasurer's Report: Treasurer Barbara Birmingham reported that everything is on target for this time of year and there are no red flags to report. Holly Cheeseman made a motion to accept the report. Seconded by Corinne Weber. Unanimous voice approval.

Director's Report: Lisa Timothy reported that the library's e-magazine program Zinio has been a great success so far, citing 98 East Lyme "checkouts" in the program's first two weeks. Simon Wechsler asked why Wallingford's activity was so high (639 checkouts). Lisa surmised it is due to their being a much larger library... Lisa and Ast. Dir. Tara Borden have hired two new hourly substitute employees, Katy Klarnet and Jeanne Berardo. Both have extensive LION experience... The library's Annual Report is at the printer... The Annual Fund Drive reminder is going out in the mail next week... June Hoye asked about the reported cost of reupholstering chairs. Dave Jacobs stated that that subject can be addressed later on in the meeting under Old Business: Cost of Various Projects.

President's Update: Dave Jacobs reported that Lisa and he attended The Association of Connecticut Library Boards annual conference a few weeks ago. He particularly noted one session's agenda; Library Security Issues. One speaker was the Chief of Police of a Hartford area town. Dave came away from the session thinking "Bottom line, we've been lucky." Dave Arnold commented on the vulnerability of public

access buildings to undesirable visitors. Lisa announced that a security analysis of the building will be conducted and that panic buttons to alert the local police have been purchased.

Committee Reports:

Administrative/Policy: Creig Peterson noted that the Board still needs to take a vote on the updated director evaluation policy. Dave Jacobs took note of that fact and it will be addressed at the next meeting.

Personnel: No report.

Public Relations/Promotions: No report.

Nominating: Barbara Birmingham reported that there are two Trustee openings on the Board. She asked that if anyone knows of someone who may be interested in serving to contact either Holly Cheeseman or her. Dave Jacobs noted that nominees need only be a town tax payer, and not necessarily a full time resident.

Budget: Lisa reported that the proposed budget for FY 14/15 is pretty straight forward. While she has yet to receive any monetary number for health insurance, she has plugged in a lower amount (\$135,000) for that purpose. Lisa noted an increase (\$500) in the computer maintenance line item (42301), attributable to more ink cartridges being used. Also of note, the accrued leave reserves are now sufficiently funded. The budget is due at Town Hall by December 4th.

Dave Arnold made note that the Town of East Lyme lists our library budget under the heading of "Culture and Recreation". He believes that it might be wiser to highlight our educational benefit to the town rather than be known (or perceived) as a cultural/recreational provider, i.e. Parks and Recreation. Mary Walsh agreed that we should be a stand-alone budget entity not aligned with functions of other departments. Bids received from painting contractors were discussed. Lisa reported on two extremes in the quotes with two more due in. Dave Jacobs commented that we may need to have common bid specifications for all contractors.

Mary Walsh initiated a discussion about the Board's budget supporting the library's mission. She commented that in this time of budget cutting we have to be careful not to flat line book purchases just because we're watching the budget and, in so doing, are we fulfilling the library's mission. She spoke of seeing a line of patrons waiting for the library to open at 10 AM on a Saturday morning, asking "Are our hours still meeting the needs of our patrons. Should we be opening at 9 AM?" She suggested a course of

identifying a need and adjusting the budget. In response, Lisa and Tara will study the current hours allocated for opening.

June Hoyer questioned what the Miscellaneous line item (49001) under Operations expenses is. Lisa stated that she was not sure but that it usually covered miscellaneous expenses.

Publications: Corinne Weber reported that Caroline Zinsser, writer of two local books, has asked how they can be marketed. Corinne and Lisa have contacted local vendors who have agreed to display the books such as Smith's Acres, Book Barn, to name a few, as well as a display at Town Hall.

Old Business:

Cost of Various Projects: Lisa referenced her Director's Report. The chair reupholster costs (\$12,450) are justified, as they are less than new chair purchases... The picture gallery (\$3,000) will consist of approx. 20 mounted photos. The goal is to have them up on the library walls by June of 2014... Dave Jacobs thanked Barbara Birmingham and Lois Hobby for their help in this endeavor. Simon Wechsler spoke about digitalizing historic photographs that could then be organized into an on-line gallery on the library's website... Lisa would rather repair the seams in the carpet than replace them. \$350 is better than \$80,000... Craig Peterson voiced concern about the allowed coffee consumption in the library contributing to the carpet staining... The cost to install three panic buttons is \$325... A fire code compliance issue has come up in the closed stack area. The tops of the stacks are too close to the sprinkler heads in the ceiling. Lowering their height by 6 inches would compromise their structural integrity. A waiver is hoped for. The Children's Room is close to having its lights replaced. In total, approx. \$16,000 out of the \$42,000 available in the Annual Fund is to be spent.

Dave Jacobs started a general discussion about the outdoor book drop. Need, cost and location were debated. Dave stated that while he still favored the idea, it may be better to wait awhile and further explore all aspects of the proposal.

Coffee Vending Machine/Lobby: Lisa reports that the three in-building department heads have invited First Selectman Paul Formica up to discuss the lobby coffee bar proposal.

Revised Fund Drive Reporting Form: Lisa reported that the revisions have been made. A first issue draft of the new form was submitted to the Board as part of the

Director's budget report. Barbara Birmingham said she likes the new form. Lisa said that it reads a lot better and also tells us more.

In reference to the Fund Drive draft document, Mary Walsh asked what the \$17,551.02 expense under the Equipment Purchase line item (38821) was for. Lisa stated that it was for new Children's Room shelving.

New Business:

The 2014 Board meeting dates were distributed.

Edge Initiative Project: *Lisa announced that the library will be participating in this Project, funded by the Bill and Melinda Gates Foundation, which supports libraries in making strategic decisions and identifying areas for improvement in their computer access and training programs that meet the evolving needs of the community.*

Library Logo: *Ideas are welcomed for book bags, coffee mugs, etc. Contact Lisa.*

Lastly, Lisa reported that the town asked if we would like to have our minutes posted on the town web site.

Adjournment: *Barbara Birmingham moved that the meeting be adjourned. Seconded by Holly Cheeseman. Unanimous voice approval. The meeting adjourned at 8:48PM.*

Date of next Meeting: Monday, January 6, 2014 at 7:30pm.

Respectfully submitted,

Jerome F. Boyle, Secretary