

Lyme Public Library
Board of Directors Meeting Minutes
January 25, 2017

Present: Jack Sulger (Chairman), Susan Cole, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, George Willauer, Theresa Conley (Library Director); Mary Mazur, Janice Witkins (Friends).

Absent: Diane Brown, Jerry Ehlen

1. **Call to order** – Jack Sulger called the meeting to order at 5:05 pm.
2. **Secretary's Report** – The minutes from the December 7th meeting were approved, following proposal to accept by Chuck Lynch, and seconder Susan Cole.
3. **Treasurer's Report** (Period ending December 31, 2016) – Theresa Conley reported that spending remains on track for the fiscal year, with the exception of licenses & databases which are largely paid up front. Otherwise, data processing, which is part of the town's budget, will be over budget since the library is charged a considerable sum each time they are called in for a problem. Theresa will speak to Selectman Ralph Eno about this issue.
4. **Library Director's Report** – Theresa Conley reported that both the number of card holders and overall circulation were up considerably versus same period last year. All the programs, after school and otherwise, are going well. The Library-sponsored book club has several new members too. Theresa noted that new employee, Gretchen van der Lyke, resigned in December, and that Barbara Carlson will be on extended medical leave from February 9 until sometime in April, leaving her short staffed. She is working on a promising lead to fill the vacant spot, but some temporary volunteer help may be needed to bridge the gap. Chuck, George, Diana, Mary and Susan all put their names forward. Big Hearted Books, the company used by The Friends to take away surplus book sale books, can no longer move boxes of books up the basement stairs. The Boy Scouts performed the task for this month, but the long term issue of moving books up and down the stairs, plus storage on the main floor until pick up needs to be solved. An outside bin for excess book storage is being looked into. FindItCT (formerly Request database) will allow our staff to make requests for interlibrary loans by computer instead of individual telephone calls to other libraries. This new system will go online by the summer.
5. **Lyme Public Library Foundation** – Jack reported the endowment balance remains steady, and the annual appeal was sent out in December, raising approximately \$20K so far. The Foundation's main fundraising event is booked for Saturday, November 4 at the Old Lyme Congregational Church. Venues for the reception are being researched by the planning group.
6. **Committee Reports:**
 - a) **Buildings & Grounds** – Chuck reported the latest wind storm resulted in a few limbs down, but no major damage. The blocked gutter still needs to be addressed; Jerry is following up on this. Theresa is waiting for Jason Zelek to schedule the additional interior lighting installation. He is honoring his original estimate from last year.
 - b) **Newsletter** – Holly offered to help Theresa assemble the next newsletter, and Chuck congratulated Holly on a job well done on the first quarterly publication for 2017.
 - c) **Technology** – No report.
7. **Friends of the Library** – Mary Mazur reiterated the necessity to find a solution for the Big Hearted Books sorting and pick up issue, and discussed best location for a potential outside bin. Mary spoke of the kinds of future pop-up and bigger book sales under consideration for 2017. Susan suggested we inform patrons regarding the kind of books resell best, and those we cannot accept (textbooks, magazines, books in poor condition, etc.) – perhaps through the newsletter. The Friends have been asked to participate in the first Lyme Community

Volunteer Fair on Sunday, April 23, providing the local population a way to learn about volunteer organizations in town. Mary noted a date switch for the next two adult programs sponsored by the Friends: *When East (Wing) Meets West (Wing)*, *First Lady Politics and Presidential Power* by Mary Borrelli will now be presented on February 25 at 2:00pm, while *Up Close with Raptors* by Rose Cresi will be held on March 25 at 2:00pm. The Sunday cinema program, showing Hitchcock movies in January, continues to grow. Movies about newspapers will be featured in February.

8. Old Business:

a) Staff Evaluations – Theresa said these will not be completed until the current staffing shortage has been stabilized. Jack reiterated the importance of having a plan in place.

9. New Business:

- a) **2017/2018 Library Budget Request** – Jack said the budget put together for the Library is more limited now that the Town budget covers “campus” expenses such as utilities and maintenance. Of the remaining items, staff salaries and benefits are nearly 75% of the total. Fortunately benefit costs are expected to remain the same as last year. It was also noted the income from the Library Foundation was assumed to remain the same but has not yet been approved by the Foundation board. The proposed budget is due at Town Hall by 2/17/17. Jack will investigate and report back on the budget process for this year. The motion was made by Chuck to approve the proposed budget, seconded by Holly and carried unanimously.
- b) **Association of CT Library Boards** – Jack recently received an application for membership in the mail. He would like the Board to review the letter, check out their website, and provide feedback on whether we should rejoin this association.
- c) **Board Member Vacancy** – Diana inquired on next steps to fill the position, which was vacated when Jim Benn moved out of town in September. His term expires November 2019, so an appointment needs to be made to fill the remaining portion of the term. After brief discussion, it was agreed that Jack would follow up with Rowland Ballek (Republican Town Committee chair) and Steve Mattson (Democrat counterpart) to see if they had candidates in mind.

10. Next meeting – March 29 at 5:00pm

11. Motion to Adjourn - made by Chuck, seconded by Holly, and passed unanimously at 6:37pm.

**Respectfully submitted,
Diana Fiske, Secretary**