

Lyme Public Library  
Board of Directors Meeting Minutes  
March 29, 2017

**Present:** Jack Sulger (Chairman), Diane Brown, Jerry Ehlen, Diana Fiske (Secretary), Holly Rubino, Theresa Conley (Library Director); Mary Mazur (Friends), Jeanne Rutigliano (Foundation)

**Absent:** Susan Cole, Chuck Lynch, George Willauer

1. **Call to order** – Jack Sulger called the meeting to order at 5:05 pm.
2. **Secretary’s Report** – The minutes from the January 25, 2017 meeting were approved, after proposal to accept by Jerry Ehlen, and seconded by Holly Rubino.
3. **Treasurer’s Report** – Theresa Conley said she had forwarded revised financials for the period ending 12/31/16 to show the corrected town figures. She reported that spending remains on track for the fiscal year, while income for “donations & gifts” is up due to several sizable memorial donations.
4. **Library Director’s Report** – Theresa said that attendance and usage in January/February were stable in this generally slow period of the year. All the programs, after school and otherwise, are going well. The Open Studio program teacher reported that one of her students was recently accepted into her first choice art college. It was suggested that a note about this success could be included in a future Newsletter. The Library got some good online exposure through a posting on the CT Library Consortium’s website of our “Take Your Child to the Library Day” on February 4, and a short video on the New London Day’s website of the “Raptor” program last weekend. Both have since been linked to our own website. Norine Tripp began working part time on February 10, and will be employed for Fridays and Saturdays. Since this is less than the time previously performed by her predecessor, Theresa will look into hiring another part time person (3.5 hours/per week) who could also be available to substitute as needed. Further, Barbara Carlson will likely remain on extended medical leave through May, leaving the library short staffed for the next several months. In response to an email from the State Library, Theresa placed our Library into the pilot program to test the new software for the “Request CT” interlibrary loan system. Training will be provided, and the pilot start date is April 12, with a State roll-out expected in June.
5. **Lyme Public Library Foundation** – Jeanne reported the investment management of the Foundation’s account is still under review. Planning for the November 4 fundraising event is well underway, with the sub-committee expecting to meet again in April. Mary Mazur of the Friends noted that the Foundation’s appeal letter included a category of giving called “Friend”, which she thought might be confusing to donors who are also members of the “Friends of the Lyme Library”. Jeanne noted the concern and will be looking into an alternative term for future use.
6. **Committee Reports:**
  - a) **Buildings & Grounds** – There was no report in Chuck’s absence. However, Jerry will take another look at the repeatedly faulty lock on the Ladies bathroom door, and although the leak in the program room’s ceiling has been attended to by the Town, the area still needs to be repainted. Theresa will call Jason Zelek again to check on the installation of additional lighting in the adult fiction section of the Library.
  - b) **Newsletter** – Theresa said that the upcoming edition has just been sent out for layout/design, and will be printed and mailed by mid-April. The second quarter has considerably more news and upcoming events than First Quarter, so the design might need to be adjusted to accommodate this.
  - c) **Technology** – No report.

- 7. Friends of the Library** – The Friends will be participating in the first Lyme Community Volunteer Fair on Sunday, April 23 at the Hamburg Fire Station. Hamburgers will be served, and the Friends will be giving out keychains and bookmarks, as well as featuring local authors' books. Mary said this will be a good opportunity to raise awareness of the Library and the Friends' programs, as well as a way to sign up volunteers for the Friends' activities. Mary reported on the huge success of the Blue Moon Raptors program on March 25, where there was standing room only in the Program Room. Two upcoming events both feature past presenters: Susan Jerome on "Victorian Fashions, Real or Not" on April 29, and Lisa Lelas on "De-clutter to De-stress" on May 20. The Friends will send out an appeal letter in the next month or so. The Friends' Annual Meeting will be held on June 1 at 7:00pm. They hope to have well-regarded local author, Beatrice Williams, as guest speaker. They are also discussing whether to repeat the popular Oktoberfest from fall of 2015. Finally, the Friends are considering getting a banner so they can march in the July 4 Parade in Lyme.
- 8. Old Business:**
- a) **Staff Evaluations** – Given the staff turnover and Barbara's absence noted above, Theresa requested that these be put off until the next fiscal year which was approved by the board.
  - b) **2017/18 Library Budget status** – This year the Library did not make its own presentation to the Board of Finance of the library budget which was included with that for the Selectmen. Jack and Theresa did meet with Ralph Eno and Steve Mattson who proposed several modifications to what was submitted by the library, and this was approved by a majority of the Library directors via email. This budget was further adjusted by the selectman to include the cost of reimbursement for deductibles under the medical plan, which was previously included with all others covered by the plan. The cost for this amount will still be the town's responsibility. Theresa noted that in the Board of Finance meeting minutes from last week, First Selectman Ralph Eno complimented the Library on keeping its budget in check.
  - c) **Board Member Vacancy** – Jack followed up with Rowland Ballek (Republican Town Committee chair) and Steve Mattson (Democrat counterpart) to see if they had candidates in mind, but at this point no names have been put forward.
- 9. New Business:** None
- 10. Next meeting – May 31 at 5:00pm**
- 11. Motion to Adjourn** - made by Diane, seconded by Jerry, and passed unanimously at 6:42pm.

**Respectfully submitted,  
Diana Fiske, Secretary**