

Lyme Public Library
Board of Directors Meeting Minutes
September 28, 2016

Present: Jack Sulger (Chairman), Jim Benn (Vice Chairman), Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Holly Rubino, George Willauer, Theresa Conley (Library Director); Mary Mazur, Janis Witkins (Friends).

Absent: Chuck Lynch

1. **Call to order** – Jack Sulger called the meeting to order at 5:02 pm. He announced that Jim Benn was resigning immediately from the Board, due to extensive time out of state in the future. Diane Brown was welcomed as a new Board member.
2. **Secretary's Report** – As there were no revisions to the minutes from the July 27th meeting, George Willauer moved to accept as written, Holly Rubino seconded, and the minutes were approved.
3. **Treasurer's Report** (Period ending August 31, 2016) – Theresa Conley reported that spending for the fiscal year (July 1, 2016 to June 30, 2017) appears to be on target. Besides those expenses explicitly part of the Library's budget, town campus spending for the Library facility (utilities, telecommunications, building maintenance, refuse removal, and data processing) were shown separately below direct Library expenses on the financials.
4. **Library Director's Report** – Theresa Conley noted 30 new cardholders were added in July/August, bringing the total to 1,264; the highest number seen to date. With the Library collection now well over 23,000 volumes, the staff is beginning to cull mostly from adult fiction. Susan Cole asked what happens to weeded books, and was told Big Hearted Books (a socially conscious books and textile reuse company) picks them up. Theresa reported that Kate Stebbins has given her notice, as she has secured a full time position at her alma mater, Clark University in Worcester, MA. Theresa will advertise for a replacement soon.
5. **Lyme Public Library Foundation** – George Willauer reported a current endowment balance of \$987,700.54. The investment committee's decision on money manager has been postponed until further notice following the resignation of director Milton Waters who had been instrumental in the review.
6. **Committee Reports:**
 - a) **Buildings & Grounds** – In Chuck Lynch's absence, Janis Witkins noted that sample paper clocks have been placed in 3 spots around the Library for review. Various options have been identified. Jerry Ehlen will be working with Chuck to acquire at least something for the Program Room as soon as possible. Theresa reported a surprise OSHA inspection on August 30. The only issue was several leftover paint cans stored in the basement. Jack suggested that we go through them, recycling ones we don't need, and keeping just enough for touch ups. Ralph Eno will let Theresa know deadline to take care of this. Following this discussion, a motion was made by George to request funding up to \$1,500 from the Library Trust Fund to cover the installation of already purchased light fixtures above the adult stacks in the far corner of the library where it remains very dark. The project includes an additional switch. The motion was seconded by Jim Benn and all were in favor. Jack will request the funds from First Selectman, Ralph Eno.
 - b) **Newsletter** – Theresa noted that PAGES of Deep River can no longer do selective mailings within zip codes or post office boxes in Old Lyme. To cover all post patrons will put us \$400 over our mailing budget this year. Holly suggested we consider publishing quarterly verses bimonthly. Additional options were asked for as well.

- c) Technology** – Theresa said the Internet switchover went well last month, and that the new Mac and PC budgeted for this year will be installed next week.
- 7. Friends of the Library** – Mary Mazur reported on two successful concerts this summer, Kate Callahan in July (outside) and standing room only for Marc Black (inside) in August, as well as a September speaker, Lisa Lelas, who spoke on the Building Blocks to Organizing your Life. She noted a rich array of upcoming events: Bill Burt’s “Water Babies” on October 6, Library Director Jim Benn reading from his new novel “Blue Madonna” on October 8, author Jeff Benedict’s new book about Hall of Fame quarterback Steve Young on November 3, Appetizers for the Holidays cooking class on December 5, and local author Sydney Williams’ book of essays “Notes from Old Lyme” on December 10. Mary also noted that the “Octoberfest” fundraiser has been postponed, and that an appeal letter will be sent to the Friends in the Spring.
- 8. Old Business:**
- a) Staff Evaluations** – Theresa has asked her staff to review their positions. She is finding that everyone is spending more time on technology. Goals and objectives are in process.
- b) Fundraising** – George reported that the Foundation passed a resolution at their August 9 meeting to sponsor future Library fundraising events, though they will not initiate or undertake work related to them. It was noted that raising money takes a great deal of time and energy, and requires the right people to lead the campaign or event. George suggested we consider repeating the successful Hargraves Show (a group of local amateur singers who put together shows featuring popular American songbook tunes). We last used them in the Fall 2014 Library fundraiser, followed by a reception at Fox Hopyard. A group comprising George, Diana Fiske, Jerry and Diane will begin to look into a Fall 2017 fundraiser.
- c) Possible donation of Piano** – Diana reported on her research into expenditures (at least \$700 for transportation and basic tuning costs, plus the purchase of a sturdy dolly for moving the piano around the Library) related to accepting this generous offer from Alden and Jamie Murphy. It was collectively agreed that this was too much outlay for us. George will call the Murphys to thank them, and will suggest that the school might be interested in their gift.
- 9. New Business:**
- a) Wi-Fi Hotspot Lending Policy** – Theresa said that the policy is very specific about liability (\$200 to replace the box), and reported that the Wi-Fi box works only as well as the Sprint reception available in the area where it is being used. George proposed a motion to accept, Jim seconded, and the policy was approved.
- b) Unattended Children Policy** – Theresa noted that this is not a problem at our Library yet, though some parents have come to adult programs and left their children in the Children’s Room. Jim proposed a motion to approve with the amendment that we should make clear that the policy is in response to the State Statute which stipulates that children under 12 shall not be left unattended in public places. Jerry seconded the amended policy, and the motion carried.
- c) Nominating Committee** – With the resignation of Jim Benn as Vice Chairman, the Nominating Committee needs to propose a candidate to fill this vacancy. George, Susan Cole and Diane volunteered to serve in this role, and will propose a candidate at the next meeting.
- d) Holiday Party** – It was agreed that it is important to keep up this tradition as a way to annually thank all Library staff, Board members Library, Friends and Foundation), and volunteers. The Friends offered to help decorate and organize the event. Board members offered to provide white wine. The party committee will be comprised of Diana, Holly, Diane, Jerry, Mary and Janis.
- 10. Next meeting – December 7 at 4:00pm (followed by the Annual Holiday Party at 6:00pm)**
- 11. Motion to Adjourn** - made by Holly, seconded by Jerry, and passed unanimously at 6:34pm.

Respectfully submitted,

Diana Fiske, Secretary