

Lyme Public Library

Board of Directors Meeting Minutes

October 28, 2020

Present via Zoom virtual meeting: Jack Sulger (Chairman), Judy Ulrich (Vice Chair), Holly Rubino (Secretary), Mary Stone, Mike James, Jerry Ehlen, Diana Fiske, Emily Hildner; Theresa Conley (Library Director); Deb Giaconia (Friends), Jo-Ann Shettles (Friends)

1. Call to order – Jack Sulger called the meeting to order at 4:31 pm.

2. Secretary's Report – The minutes from the September 30, 2020 meeting were approved.

3. Librarian's Update – Theresa reported that the library is continuing on the modified three-days-per-week schedule and that Thursday evening hours have been slow.

4. Friends of the Library – Deb reported that the next Friends board meeting will be held on November 19 at 10am. She also reported that program attendance has been pretty good. Diana Fiske will be sending the new program planning form to the board.

5. Lyme Public Library Foundation – Jack reported that the Foundation approved its budget at the annual meeting. The Foundation's contribution to the library during the 2021-2022 fiscal year will increase slightly. There has been nothing concrete planned in terms of a fundraising event, but there should be an annual appeal letter going out next month.

6. Strategic Plan Committee Progress Reports:

I. Community Center – Mary Stone has spoken with Principal Jim Cavalieri at Lyme Consolidated School. He recommended that a committee meet with school librarian Maggie Dewey to determine how the library can best support the needs of Region #18 students. Deb, Jo-Ann, and Barbara Carlson will reach out to her after which Emily will call a meeting for those working on Goal 1, Strategy 1. Judy and Diana will discuss how to proceed on Goal 1, Strategy 2 (Welcoming Program). Holly will call a meeting with Jack and Diana to discuss Goal 1, Strategy 3 (Publicity & Marketing Plan). Jack recommended that we put Goal 1, Strategy 4 (Future Staffing) on hold for now.

II. Programs and Services – The Program Committee has been established. The database of local presenters as well as criteria and evaluations for programs are being developed.

III. Technology – Theresa indicated that Sara [h](#) has begun to write guides to using digital resources. She will send drafts to Jerry and Mary for review. Diane will be following up with the website designer.

IV. Relationships with Library Related Organizations – Jack is consulting a graphic designer on the diagram. There is a consensus that this should be included in Foundation and Friends mailings as well as displayed in the library.

7. Executive Session – The Board was in Executive Session from 5:47 to 6:06

8. Next meeting – December 2, 2020 at 4:30 pm.

9. Motion to Adjourn – The meeting was adjourned at 6:15 pm.

Respectfully submitted,

Holly Rubino, Secretary