

**LYME PUBLIC LIBRARY**  
**Board of Directors Meeting Minutes**  
**December 6, 2017**

**Present:** Jack Sulger (Chairman), Susan Cole, Jerry Ehlen, Chuck Lynch, Judy Ulrich, Theresa Conley (Library Director), Diane Brown, Jeanne Rutigliano (Foundation), Holly Rubino

**Absent:** Diana Fiske (Secretary)

1. **Call to Order** – Jack Sulger called the meeting to order at 4:36 pm. He announced the resignation of George Willauer, who has served on the Board from 1995-2017.
2. **Secretary's Report** –The minutes from the September 27, 2017 meeting were approved.
3. **Treasurer's Report** – Expenses through October 30<sup>th</sup> appear to be on track with the annual budget. With regard to income, Theresa noted that the entire annual trust fund commitment to the library has already been transferred , rather than being withdrawn near the end of the fiscal year as was the practice in prior years. With the final passing of the State budget, Theresa reported that most library funding has been restored, particularly as it relates to Deliver It and the CT Library Consortium, but that the governor has since ordered additional cuts. (The CLC budget is about a quarter of what it was 5-6 years ago). If the CLC folds, this could put financial strain on the library's budget in the future.
4. **Library Director's Report** – Theresa reported that circulation is stable and the number of cardholders is well above last year. The meeting rooms are being used quite often, including their use by a home schooling group on Friday afternoon. Afterschool science program teacher Kendell Perkins has moved, so there is a need for someone to take over her programs. Theresa attended two CT Library Director's Meetings in September and October, and Barbara Carlson attended a webinar in September.
5. **Lyme Public Library Foundation** – Jeanne reported that the annual appeal letter has just gone out and hopes to achieve at least the \$25,300 that was raised during the last appeal. The Foundation's endowment is now over \$1 million. The Foundation is looking to fill an open director position on the board as well as for an associate director. Jack thanked Diana Fiske and Cynthia Beglin for their help in pulling off the "King Cole" event in November. Jack estimates that the event netted approximately \$14,500, and that there were 200 attendees for the concert, and 130 for the reception. Because the planning committee applied for tax exempt status for the event, there were savings of over \$300 in sales tax. The event was deemed a success.
6. **Committee Reports** –
  - a. **Building & Grounds** – Chuck noted that the lawn has been mowed , which is part of the Lyme Garden Club's plan for establishing a meadow. There are now new lights in the fiction section. There are two water leak marks in the children's area. Chuck will follow up with Town Hall on this.

- b. **Newsletter** – Theresa noted that the Lyme Land Trust is willing to share their mailing list, which will reduce the number of mailings from 3000 to 1200 and the associated mailing costs. She will coordinate with George Moore.
  - c. **Technology** –Theresa reported there have been problems with the adult patron computer that is connected to the scanner and gets a lot of use. The service company advised her to label it “Out of Order,” and they will fix it during their next scheduled service call. This could take a few weeks. Members of the Board commented that this delay seems unreasonable.
- 7. **Friends of the Library** – Mary did not attend the meeting but provided notes about upcoming programs. While there are no programs planned for January, in February, there will be a talk about stone walls by Andrew Pighills, and a lecture, demo, and book signing with Dr. John Finn, graduate of the French Culinary Institute and attorney. In March, Pam Meier will give a presentation on turtle rehabilitation, and Kathy Connelly will talk about the development and value of meadows.
- 8. **Old Business** – none to report
- 9. **New Business**
  - a. 2018 Meeting schedule –the 2018 Board of Directors meetings will take place at 4:30 pm on January 31, March 28, May 30, July 25, September 26, and December 5. Theresa will publish the dates.
- 10. **Executive Session** – The Board went into executive session from 5:12-6pm to discuss various issues relating to personnel and planning.
- 11. **Next meeting** –January 31, 2018 at 4:30 pm
- 12. **Motion to Adjourn** – The meeting was adjourned at 6:00 pm

**Respectfully submitted,**  
**Holly Rubino (filling in for Diana Fiske)**