

Minutes  
Lyme Public Library  
Board of Directors – Annual Meeting  
July 27, 2016

**Present:** Jack Sulger (Chairman), Susan Cole, Jerry Ehlen, Diana Fiske, Chuck Lynch, Holly Rubino, George Willauer, Theresa Conley (Library Director); Adrienne Brennan (Friends).

**Absent:** Jim Benn, Diane Brown

1. **Call to order** – Jack Sulger called the meeting to order at 5 pm. Diana Fiske was welcomed as a new member of the board and as Secretary.
2. **Secretary's Report** – Jerry Ehlen moved to accept the May 25 meeting minutes, with a correction to the title from "Agenda" to "Minutes"; Susan Cole seconded, and the minutes were approved.
3. **Treasurer's Report** (Fiscal year July 1, 2015 – June 30, 2016) – Theresa Conley reported that overall spending came in a few dollars under budget. This included the expense for heating coils that the Town had agreed to pay but wanted to post in our accounts. Jack noted the Town has assumed payment for a number of line items going forward, so total budgeted expenses for the Library will be lower in 2016/17. On the income side, State grants are drying up, and we have no major fundraiser planned for the current fiscal year. Additionally, the Friends group has assumed some fundraisers that historically were included in the Library's budget. It was also noted that in 2015/16, the Town took over payment of Library bills, which was not a timesaver according to Theresa. She still has to log bills and reconcile payments as before. Having no debit/checking account is also problematic for necessities and small expenditures.
4. **Library Director's Report** – Theresa Conley reported the State Library continues to struggle with the Inter Library Loan (ILL) system. She will give input at a meeting on August 4<sup>th</sup> at the Waterford Library on this issue. Staff computers at the Library will join the Comcast Internet network used by patrons - until the Town can find funds to run a \$15K cable to link our system with the Town's network. A new B/W HP printer was installed yesterday. Year-end, total circulation was up (18,025 vs 17,035 last year), with significant increases in ILL loans, DVDs and E-books. (Thanks to Barbara Carlson for managing the ILL system, which is time consuming.) Cardholder numbers were also up to 1245, with an additional 240 non-resident Library cards, indicating increased reach within the population of Lyme. Meanwhile, daily patron count was down significantly, though this was not surprising as the building was a novelty last year, and many came just to take a look. The counter was also out of commission for more than a month this year. Chuck noted that public meeting room usage was high (> 250 incidences), indicating this was a good investment in the new building. Holly will publicize this in an upcoming Newsletter.
5. **Lyme Public Library Foundation** – George Willauer reported current endowment balance of \$995,371. Final 2015/16 net income was \$36,921. The investment committee is reviewing Essex Financial Services; there will be more to report following the Foundation's upcoming Board meeting.
6. **Committee Reports:**

- a) Buildings & Grounds** – Chuck Lynch thanked The Friends for the new patio chairs, a great asset to the library.
- b) Newsletter** – Holly Rubino reported the next issue is September/October. Theresa thanked Holly for covering design/layout costs in the past. The Library budget will cover this cost going forward. The Board extended kudos to Holly for her work and financial support.
- c) Technology** – Theresa reported (in Jim Benn’s absence) that she made the decision to secure one Internet “hot spot” device to lend to patrons. These are available through a Consortium arrangement with Sprint (usually \$200 each; Sprint providing free at the webinar she attended). The \$22 monthly fee has been donated for the first year by a patron. She will draft a usage policy for Board review at September meeting. Availability of the new device will be publicized via our FB page, and in the next newsletter.
- 7. Friends of the Library** – Adrienne reported that 40 people attended the July 15<sup>th</sup> Kate Callahan concert on the lawn. Marc Black is coming to perform music of the 50’s and 60’s (in the community room, as he needs screen for video) on August 5. The room was packed for him last year. Membership is at 75; good progress toward their goal of 100 members. The Friends recently gave a set of patio furniture to the Library. Next year, they will continue to use the “Book Nook” and “Pop Up Sales” for selling used books through the year versus holding an annual book sale, which they found to be an enormous amount of work and expense.
- 8. Old Business:**
- a) Staff Evaluations** – Theresa reported that she would get position descriptions from each staff member within the next week. Hers is done.
- b) Fundraising** – George was asked to explore whether the Foundation would consider sponsoring a major fundraising event for the Library this fiscal year. The Library Board would still be heavily involved in the various activities for putting on the event.
- c) Judy Lightfoot Conference Room Dedication** – to be held Saturday, August 6 at 5:00pm. Invitations have been sent. 55-60 people are expected. The room sign (donated by Chuck) is ready, as is the framed photo of Judy (sitting donated by Jim, printing completed by Jack). These will be revealed at the dedication. Jack’s subcommittee will meet 7/28 to discuss food/beverage/set up needs.
- 9. New Business** – George announced that Jamie and Alden Rockwell Murphy have offered an upright Knabe piano to the Library. He was unsure how much demand there would be if we were to accept this generous donation. Theresa expressed interest, and said she thought there would be demand for music events and children’s programs, but was also concerned over limited storage space and ease of moving it around. It would appear there would be a need to acquire a piano dolly for this purpose. Jack was curious about annual tuning costs, and mentioned the noise versus quiet environment expected in a Library. George agreed that with so many contradictions, it would be best to do more research (costs to move, tune, dimensions, and condition of piano, etc.) before making a decision. Diana offered to follow up with George and with the Murphys.
- 10. Next meeting - September 28, 2016**
- 11. Motion to Adjourn** - made by Sue, seconded by Holly, and passed unanimously at 6:18pm.

Respectfully submitted,

Diana Fiske, Secretary