

Lyme Public Library
Board of Directors Meeting Minutes
September 27, 2017

Present: Jack Sulger (Chairman), Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Judy Ulrich, George Willauer; Theresa Conley (Library Director); Mary Mazur (Friends)

Absent: Diane Brown, Holly Rubino

1. **Call to order** – Jack Sulger called the meeting to order at 5:26 pm.
2. **Secretary's Report** – The minutes from the July 26, 2017 meeting were approved.
3. **Treasurer's Report** – Theresa Conley noted the revised Final 2016/17 fiscal year Financial Report issued reflects the closing of the Town's accounts, with Library income and expenditures both at 99% of budget. The Library is on track for the current year, with \$0 from the State expected. The Governor has blocked the CT Library Consortium's spending by executive order, until a State budget is passed. This could affect our purchasing power going forward, as the Consortium provides us up to 45% off hardcover books, DVDs, and library supplies. They also discount database purchases. Theresa recommended we no longer show Town Campus expenditures in our Library budget, though she and Jack will continue to monitor the dollars.
4. **Library Director's Report** – Theresa reported that although general circulation is down slightly, our cardholder number is at an all-time high of 1,286, and use of the meeting rooms has increased significantly. She also noted that the fireplace has been serviced in preparation for colder weather, and two new adult-area replacement computers have been funded and installed by the Town. Barbara Carlson is back full time in the Children's Room.
5. **Lyme Public Library Foundation** – Jack reported in Jeanne Rutigliano's absence that preparations for the November 4th fundraising event are going smoothly. Invitations will be mailed by the end of the week, an informational post card will be sent to all Lyme residents, and Theresa will post the concert invitation (and how to obtain tickets) on the Library website.
6. **Committee Reports:**
 - a) **Buildings & Grounds** – In response to concerns about the meadow, Jack and Theresa had met with a group from the Lyme Garden Club. The Lyme Garden Club reported the meadow was in the Town Campus plan and provides a much more environmentally friendly landscape. However, it takes about 3 years to be a fully mature landscape and the project was really only started last year. They have planned a joint March 2018 program "How to Make a Meadow" with the Friends of the Lyme Library. Meanwhile, the whole area will be mowed in November for the winter months.
 - b) **Newsletter** – Theresa reported that the Newsletter is formatted and needs proofing. We are currently mailing to more than 3,000 households via postal patron with the Post Office. Using a more targeted Town or Land Trust list will be researched again in an attempt to contain future mailing costs. Theresa said it is difficult to fit all our programs and news in the new quarterly versus bimonthly Newsletter.
 - c) **Technology** – No report.
7. **Friends of the Library** – Mary previewed eight upcoming programs, and spoke of the challenge to fill Board positions with relatively few members. The Friends are planning a holiday gathering for the group with the hope that this will increase participation. Mary also reported the start of a free homebound library materials delivery system called "Books-To-

Your-Door” that is being initiated by Allyson Cotton and Gary Jenkins. Theresa will post details on the Library website.

8. Old Business: No report.

9. New Business:

a) Movie License – Theresa discovered that the former restriction on using movie titles in outside PR for the “Sunday Movie Club” is just a guideline with no legal liability for the Library or the Town, so henceforth titles will be used freely.

b) Holiday Schedule – Jack noted that Christmas and New Year’s Day both fall on Mondays (when the Library is closed), so it was agreed that the staff holidays in December will be moved to the prior Saturdays (12/23 and 12/30) to allow for three-day weekends off.

c) Holiday Party – Date is set for December 6, 6:00-8:00 pm. Theresa will arrange the menu with Coffee’s Market, the Friends offered to provide paper goods, and the Board will again provide white wine. Desserts and other beverages will be provided by volunteers. 40-45 people are expected to attend. Diana, Jerry and Chuck offered to help set up at 4 pm, before the Board meeting.

10. Next meeting – December 6 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 6:40 pm.

**Respectfully submitted,
Diana Fiske, Secretary**