

Lyme Public Library  
Board of Directors Meeting Minutes  
January 31, 2018

**Present:** Jack Sulger (Chairman), Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, Judy Ulrich, Theresa Conley (Library Director); Mary Mazur (Friends)

**Absent:** Jeanne Rutigliano (Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 4:32 pm.
2. **Secretary's Report** – The minutes from the December 6, 2017 meeting were approved.
3. **Treasurer's Report** – Theresa reported that income and spending is on track for the year. She noted that Licenses and Databases look high because they are generally paid up front for the year.
4. **Library Director's Report** – Theresa reported a slight dip in cardholders for year end, as that is when many cards expired. Usage was affected by snow days and holidays as well. She noted meeting room use was high again, and that all programs are going well. Kristen Thornton, who teaches regular school-age art programs, will take over "Toying with Science" following Kendall Perkins' recent move out of Connecticut. There is no news on the State budget, but the Governor has ordered more cutbacks, so we will wait to see what the fallout is for the Connecticut Library Consortium support.
5. **Lyme Public Library Foundation** – There was no report given in Jeanne's absence.
6. **Committee Reports:**
  - a) **Buildings & Grounds** – Chuck noted that he will continue to monitor the two stains in the Children's Room ceiling for another month to make sure there isn't a leak. Jerry will investigate what make of tiles were used originally, or if any exist in storage for the Town, so that we can replace these eventually. Jerry reset the outside timer per Town request, so that the lights aren't on past midnight. First Selectman, Steve Mattson, is looking into a backup heater system for when the outside temperature fall below 20 degrees, and the heat pumps quit working efficiently.
  - b) **Newsletter** – Theresa noted that costs are significantly reduced for mailing now that the Library is using the Land Trust list. Given the reduced costs for mailing, there was some discussion about returning to bimonthly versus quarterly. However, there are other factors which make this move less administratively practical. At Diana's request, Holly and Theresa will explore costs for a tri-fold format for the quarterly, to provide more space for expanded copy.
  - c) **Technology** – Theresa reported that the computer technician will come this week to look at the faulty adult patron computer.
7. **Friends of the Library** – Mary previewed eight upcoming programs, and spoke of the challenge to fill three key vacant Board positions with relatively few members. The Friends are planning a "Meet and Greet" on March 15<sup>th</sup>, hoping that this will encourage more people to get actively involved. Mary noted that they would like to use the school playing fields and bleachers for three summer concerts this year, including the popular Connecticut shoreline band "Plywood Cowboy". Another challenge is working out the accumulation of books in the basement for book sales, and the future of the book sale calendar in general. She asked for a volunteer to run the Sunday movie on February 11<sup>th</sup>, as no one from the film committee can attend. Holly, Diana and Diane offered to meet with Mary to discuss how the Library Board

and the Friends group can best support each other's organizations going forward, and what specific role the Board should take in that effort.

**8. Old Business:** No report.

**9. New Business:**

**a) 2018/19 Library Budget Request** – Jack noted that most of our costs are relatively flat, and that “Benefits” has been moved to the Town budget. Theresa reported that she has increased the Audio-Visual line by \$1,000 to cover a subscription to Hoopla, a music/books/TV/movies pay per use streaming service. She would like to try it out to see how much use our patrons make of it. Three replacement computers (two laptops for adult patrons and for audio-visual presentation use, plus one desktop for the staff room) have been included under “Capital Costs”. Theresa and Jack have prepared a report for the Board of Finance meeting at Town Hall at 6:30 pm on February 8<sup>th</sup>. All Library Board and Library Foundation Board members will be encouraged to attend to show support. The motion was made by Chuck to approve the proposed budget, seconded by Jerry and carried unanimously.

**10. Executive Session** – The Board went into executive session from 6:15 - 7:00 pm to discuss various issues relating to personnel and planning.

**11. Next meeting** – March 28 at 4:30 pm

**12. Motion to Adjourn** – The meeting was adjourned at 7:02 pm.

**Respectfully submitted,  
Diana Fiske, Secretary**