

Minutes

Lyme Public Library

Board of Directors Meeting

January 27, 2016 5:00 pm

Present: Jim Benn, Jerry Ehlen, Will Fiske, Chuck Lynch, Holly Rubino, Jack Sulger, George Willauer; Susan Cole, Theresa Conley (Lib Director); and Mary Mazur and Janis Witkins (Friends).

1. **Call to order** - Jim Benn called the meeting to order at 5 pm. Judy Lightfoot was on vacation so Jim Benn was asked to chair the meeting. Judy Lightfoot is leaving the board in March. Jack Sulger will accept a nomination to become Chair when Judy steps down. At the March meeting, Jim Benn will nominate him and accept other nominations from the floor. Will Fiske was welcomed as a new member of the board.
2. **Secretary's Report** – Jim Benn moved to accept the minutes from the last meeting; Chuck Lynch seconded and the minutes were accepted.
3. **Treasurer's Report** for the period ending Dec. 31, 2015 – Theresa Conley reported that 49% of the library budget has been spent. The Trust Fund budget is \$7,000 and so far over \$5,000 has been spent.
4. **Library Director's Report** – Theresa Conley reported that there are currently over 1,200 library card holders. Although book circulation was down a little over the same period a year ago when the building was newly open, new books are circulating very well. Currently the collection contains 23,000 books. It was noted that the patron counter is broken. Programs are doing very well with meetings in the Program Room, Conference Room and Study Room. Theresa is serving on the Three Rivers Library Technical Assistant advisory board. It was pointed out that the town will be installing heating units on the library roof which will help prevent ice dams. When outside groups use the Meeting Room their computers will not connect with the room's projector. This should be looked into because the room is being used by many citizens and is a valuable resource. George Willauer moved to accept the report; Chuck Lynch seconded the motion and the report was accepted.
5. **Lyme Public Library Foundation** – George Willauer reported that the current balance is \$955,085. He also reported that John Rafal, the Director of Essex Financial Services, is stepping down. The investment committee is looking into other managers. Mr. Willauer also reported that six months into the campaign (December) \$27,000 has been raised.
6. **Committee Reports:**

- A. **Buildings & Grounds** – Chuck Lynch reported that clocks are being considered for installation in three areas of the library: over the conference room window, on the wall behind the Children’s Librarian’s desk and in the meeting room.

Page 2 of 2

- B. **Newsletter** – Holly Rubino was again thanked for the most recent newsletter which was excellent.
- C. **Technology** – Jim Benn reported that due to town bonding issues we will attempt to keep budget increases low for the next several years.

7. FY 2016/2017 Budget

- A. **Budget Approval** - The AV budget increased by \$1,200 partly because of increased demand for audio books. Many of the adult programs are supported by the Friends and children’s programs have been supported by the Cerimon Fund grant. However, since the grant funds will run out soon, more funds are needed for the program budget. Budgeted Capital Equipment expenditures for next year include a new IMAC (\$1,499) and a patron PC (\$450). The salary line item is increased by 2.5%. Income from state grants has decreased: this year \$1,100 has been received. CCard reimbursement has been reduced to \$200 vs \$300 received before. It was mentioned that the town Board of Finance would like a report from the Friends of the Library. Art work in the library will be appraised for insurance purposes. A meeting is scheduled Saturday with a member of the Board of Finance. There will be a hearing before the Board of Finance on Feb 25. George Willauer moved to accept the budget request; Jerry Ehlen seconded the motion and it passed.
- B. February 11 is the date for budget submittal to the Town.
- C. February 25 Board of Finance hearing – The hearing will be held at 6:30 pm.

- 8. **Friends of the Library** - Mary Mazur reported on a wide range of events sponsored by the Friends. For example programs such as AARP, authors, therapist for aging, gourmet cooking. Lyme author Beatriz Williams spoke about writing on January 16. Connecticut College Professor Mary Ann Borelli is scheduled to share her book on American First Ladies.

- 9. **Old Business** – no issues were brought up.

- 10. **New Business** – A motion was made by Jack Sulger and seconded by Holly Rubino to go into Executive Session. The motion was passed at 6:30 pm. At 6:40 pm a motion was made by Jerry Ehlen to return to the open meeting. A second was made by Will Fiske and the motion passed.

- 11. **End of meeting** – A motion was made to end the meeting; this was seconded by Holly Rubino and the motion passed.

- 12. Next meeting – March 30, 2016

- 13. Adjourn

