

Lyme Public Library  
Board of Directors Meeting Minutes  
December 7, 2016

**Present:** Jack Sulger (Chairman), Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, George Willauer, Theresa Conley (Library Director); Jeanne Rutigliano (Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 4:07 pm.
2. **Secretary’s Report** – The minutes from the September 28th meeting were amended, at the request of George Willauer, to add “Six of Clubs” to the Hargraves Show reference in Old Business. They were then accepted, after proposal to do so by Chuck Lynch, and seconded by Jerry Ehlen.
3. **Treasurer’s Report** (Period ending October 31, 2016) – Theresa Conley reported that spending is on track for the fiscal year (July 1, 2016 to June 30, 2017). Several ongoing concerns are over the Newsletter’s increased mailing and printing expenses, annual data processing bills, and larger anti-virus software costs versus last year. It was also noted that the 2017/18 fiscal year budget is due to Town Hall typically in February. Theresa will be preparing a first draft of the budget in consultation with Jack for presentation to the January meeting.
4. **Library Director’s Report** – Theresa Conley reported that the number of card holders and overall circulation were up modestly compared to last year. The use of community rooms continues to increase, though Theresa is only able to track those who formally reserve rooms, versus walk-in usage. Theresa attended a Community Connections luncheon where the Superintendent of Lyme/Old Lyme Schools spoke of the declining enrollment trend in our towns due to couples continuing to live in both towns after children have graduating. Because of this phenomena, Jack felt that the Library should expect that its current mix of services reflecting both traditional and digital needs would continue. Theresa noted that Gretchen van der Lyke has been hired to fill the part-time position left by Katie Stebbins.
5. **Lyme Public Library Foundation** – Jeanne Rutigliano, the new Chair of the Foundation, reported that the endowment balance remains steady, and that \$21,000, representing the first half of the Foundation’s 2016/17 gift to the Library has been remitted. The annual appeal letter has just been mailed out. Jeanne noted several changes to the Foundation’s Board of Directors, including three new members (Cynthia Beglin, John Catlett, and Will Fiske). George Willauer resigned from the Board after more than fifteen years leading the group.

In addition as previously noted the Foundation will be assuming the sponsorship of larger fundraising event such as that mentioned in the September 28, 2016 minutes. A concert has been tentatively scheduled on November 4, 2017.

6. **Committee Reports:**
  - a) **Buildings & Grounds** – Chuck reported that 6 clocks have been installed throughout the Library building. He was thanked for his donation of the timepieces. Theresa noted that there is a blocked gutter to one side of the front door, which Jerry offered to attend to. Jack has secured funding from the Library Trust Fund (via Selectman Ralph Eno) for the additional lighting in the back stacks, and spending up to \$1,500 was approved by the Board at the September 28 meeting, so Theresa will follow up with that work being done by Connected Systems as soon as possible. The extra paint cans in the basement were removed by Jerry, in accordance with an OSHA directive in September. Ralph Eno filed a report with OSHA, so no further action is needed. Some paint touchup has been done in the Program Room by Jerry, to

repair some marks on the walls from poorly hung artwork. In future, the picture hanging system already installed in that room will be used for art shows.

**b) Newsletter** – Holly noted that due to rising postal distribution mandates and costs, the Newsletter will be published quarterly beginning with the January 2017 issue. She said that it could be a challenge to fit three months of information where we used to cover two. Theresa will condense the copy in the Newsletter and expand on the topics on the website to compensate.

**c) Technology** – Theresa reported that the EverNet technician recently fixed the audio-visual issues in the Program Room.

**7. Friends of the Library** – No representatives were present; no report was made.

**8. Old Business:**

**a) Staff Evaluations** – Theresa has asked her staff to provide goals and objectives for the year. She has job descriptions for most of the positions. Formal evaluations are not conducted for any of the staff.

**b) Fundraising** – As noted above, a fundraising concert has been scheduled by the Foundation. While no other specific activity had been planned by the Board, it will continue to be alert to additional opportunities.

**c) Nominating Committee** – Jack recommended postponing the appointment of an interim Vice President (to replace Jim Benn, who resigned from the Board in September) until after the 2017 municipal elections, when a new slate of officers will be required. The Board has one unfilled spot at the moment. This will be filled by recommendations from the Town Selectmen and Town Committee leaders.

**9. New Business:**

**a) 2017 Meeting Dates** – Theresa presented a list of proposed dates for 2017 Board meetings. She received consent from the group to forward to Town Hall so that they can be posted per state regulations.

**10. Next meeting – January 25 at 5:00pm**

**11. Motion to Adjourn** - made by Holly, seconded by Chuck, and passed unanimously at 5:20pm.

**Respectfully submitted,  
Diana Fiske, Secretary**