

Lyme Public Library  
Board of Directors Meeting Minutes  
July 26, 2017

**Present:** Jack Sulger (Chairman), Susan Cole, Jerry Ehlen, Chuck Lynch, Holly Rubino, George Willauer, Judith Ulrich; Theresa Conley (Library Director); Jeanne Rutigliano (Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 5:03 pm.
2. **Secretary’s Report** – The minutes from the May 31, 2017 were approved by vote.
3. **Treasurer’s Report** – Theresa gave the Financial Report and noted among other matters that for the fiscal year ending June 30, 2017 that 99% of budgeted income was realized and that 98% of expenses were spent. She expects that budget for the forthcoming year will be tight.
4. **Library Director’s Report** – In her remarks about the Library Director’s Report for May-June, Theresa explained that attendance figures are down, possibly due to Barbara’s absence which is limiting children’s programs and the availability of new children’s materials. In addition, DVD circulation is down for the year most likely due to competition from Netflix and Amazon. There is good news in that the restored interlibrary delivery service for Tuesdays and Thursdays. Also, from Auto-Graphics the library has purchased a newly released App for smart phones and mobile devices which enables users to access the library’s collection. Judith Leonard has been given a part-time appointment. Further in her Director’s Report for July 1, 2016 to June 30, 2017 Theresa noted that attendance for the year was up from the previous year although overall circulation was down. Overall the library continues to be well used, and the meeting rooms are very popular. The serious drop in state funding has had an impact on a variety of programs. In all, these financial exigencies and staffing irregularities have made for a difficult year. Nevertheless, the library is doing very well.
5. **Lyme Public Library Foundation** – Jeanne Rutigliano explained that the fund is now over \$1 million. Noteworthy is Rod Duxbury’s leadership in arranging to move the foundation’s assets from Essex Financial Services to Vanguard, possibly in August. With regard to the benefit in November, Jack reported that plans are progressing well. For those on the library and foundation boards and others who volunteered to assist, it was announced a meeting of this group would be held on August 7th.
6. **Committee Reports:**
  - a) **Buildings & Grounds** – Chuck Lynch reported that the grounds behind library are in need of attention. Although the plan was to let this area be a more natural landscape, Garden Club members are reluctant to go into the area because of ticks. Theresa will speak with Bill Denow of the Garden Club to see if a meeting can be arranged to discuss the problem.
  - b) **Newsletter** – Holly Rubino explained that production is on track for the next issue.
  - c) **Technology** – Theresa reported that two computers from the old library will now be replaced and paid for by the town.
7. **Friends of the Library** – Although no representative from the Friends was present, Theresa read from a note prepared by Mary Mazur that a variety of upcoming events are being planned and that the Friends had purchased a “stair climber” for depositing and removing books in the basement. Also, the Friends purchased additional furniture for the patio including two outdoor umbrellas.
8. **Old Business:** There was no item here on the agenda, Theresa noted that when current staffing problems are resolved she will work with the staff to establish objectives, perhaps beginning in September.

**9. New Business:**

- a) Mindful that the staff is reluctant to deal with patrons' various problems regarding the collection of fines, Theresa proposed replacing them with a sign asking patrons to decide how much they owe and then place the money in a jar on the circulation desk. This practice has worked well elsewhere. If an item is overdue for more than three weeks the delinquent patron will receive a bill. The board approved this proposal with the understanding a plan will be implemented in September or October after it has approved a draft.

**10. Next meeting – September 27 at 5:00pm**

**11. Motion to Adjourn** – The meeting was adjourned at 6:09 pm.

**Respectfully submitted,  
George Willauer, Secretary pro tem**