

Lyme Public Library
Board of Directors Meeting Minutes
September 26, 2018

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

Absent: Diane Brown

1. **Call to order** – Jack Sulger called the meeting to order at 4:30 pm.
2. **Secretary’s Report** – The minutes from the July 25, 2018 meeting were approved.
3. **Treasurer’s Report** – For the first two months of the fiscal year, income and expenses appear to be on track. Several outliers were noted by Theresa. The Connecticut State grants are indefinitely suspended, thus the \$300 expected from the state will not be forthcoming. Further, the large variance for Licenses & Databases results from a large portion of the bills coming due at beginning of our fiscal year. Jack reported that the extra \$16K income reflected under Library Trust Fund will cover installation of a fiber optic cable from the Town Campus to the Library. (See also Committee Reports-Technology.)
4. **Library Director’s Report** – Generally, circulation continues its downward trend, though patron counts remain strong month by month, and increased number of book displays will hopefully increase readership. Valid card numbers are down slightly (-4%) versus year ago, but the new system now sends out a notice 30 days prior to cards expiring. This should help with re-issue numbers in future. Hoopla and RB Digital (new streaming services) went live in early August, partly funded by cancelling the \$1,000/year Zinio online magazine service. Budgeting for Hoopla is challenging in the initial year, as the Library pays for each single use. RB Digital includes the popular Acorn TV British programming. The Library is holding a “Digital Resources Day” on October 20 to educate patrons on electronic services available. Over the summer, the stacks continued to be weeded, and children’s art programs continued.
5. **Friends of the Library** – Deb Giaconia presented a visual of the Book Nook sign under development (not final font and colors at this point). She will distribute a final rendering to Board members shortly. Mary reported that two of the summer concerts were held at the Public Hall because of rain, but the third (Plywood Cowboy) was outdoors by the Library, and a great success. She also described the six upcoming fall programs, including a lecture and book signing by Jim Benn, former Lyme Library Board member, on October 4th.
6. **Lyme Public Library Foundation** – In Jeanne’s absence, Jack thanked Holly, Judy and Theresa for their work on the August 30th fundraiser held at the Ivoryton Playhouse. “A Chorus Line” was well received, and the cast joined the dessert and Prosecco reception following. 108 tickets were sold, and the funds raised exceeded expectations, mostly due to the higher number of corporate sponsors secured for the event. The Foundation will hold its annual meeting next month.
7. **Committee Reports:**
 - a) **Buildings & Grounds** – Theresa reported the A/C system crashed in early August, resulting in 50% cooling power for several weeks, and eventual replacement of the computer boards (and fortunately not the compressors, as first indicated). Jerry replaced the filter on the water fountain.
 - b) **Newsletter** – Holly and Theresa are working on the next issue to come out shortly.

c) Technology – Theresa reported that the fiber optic cable has been installed, with Evernet expected to connect it within a month.

8. Old Business:

a) Staff goals and job descriptions – As previously reported, job description are in place for the Library Director and all staff positions. Goals for the current fiscal year for the Director were presented at the last meeting for comment. No modifications were made, so these will be used for the Theresa's end of year evaluation. Staff goals will now be developed by Theresa.

9. New Business:

a) Update of Board duties and responsibilities – Jack distributed Article V from the Library's by-laws which states the board's duties and responsibilities. He also passed around the latest version of the Library's Policies and Procedures manual for the directors to review. Besides simple changes like updating the Foundation's name, as well as language about the Library's electronic/digital presence in the community, he asked members to make other suggestions concerning the established policies and procedures. Further, he encouraged members to "think outside the box", with the goal to have a clearer idea of our roles as directors going forward. Theresa will email the current policy manual to all board members, who are encouraged to forward thoughts on revisions to Jack. Diana shared information about the upcoming (November 2) Association of CT Library Boards conference "The Nuts and Bolts of being a CT Library Board" as a resource for networking and learning from other towns' library board members and keynote speakers.

b) Holiday Party – Scheduled for December 5 at 6pm. Theresa will handle invitations and ordering food (Coffee's Market), Board members will contribute beverages and baked goods, and the Friends will cover paper goods. Set up will take place at 4pm, before the December board meeting.

10. Next meeting – December 5 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:42pm.

**Respectfully submitted,
Diana Fiske, Secretary**