

Lyme Public Library
Board of Directors Meeting Minutes
February 6, 2019

Present: Jack Sulger (Chairman), Susan Cole, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, Judy Ulrich; Theresa Conley (Library Director); Jeanne Rutigliano (LPL Foundation)

Not present: Diane Brown, Jerry Ehlen, Mary Stone

1. **Call to order** – Jack Sulger called the meeting to order at 4:34 pm. He explained that adverse weather conditions caused him to postpone the January 30th meeting by one week.
2. **Secretary’s Report** – The minutes from the December 5, 2018 meeting were approved.
3. **Treasurer’s Report** – Theresa reported income and spending as expected (51%) for first half of the year through December. Jack handed out an alternative budget report in an attempt to better reflect underages/overages in income and expenses, with additional columns showing fractional year breakout (e.g. 6 of 12 months) for reference. He asked board members to review and comment.
4. **Library Director’s Report** – Theresa reported that a new router was installed last week to attempt to remedy the networking issues in the program room. There remains a problem opening programs on the iPad, though it eventually works.
5. **Friends of the Library** – There was no one from the Friends to make a report. However, Theresa noted that the Creatures of the Night program originally scheduled in January was postponed to late March, due to the Government shut-down, as the speaker was a furloughed federal worker. The new date will be posted on the Library website.
6. **Lyme Public Library Foundation** – Jeanne reported for Jacqueline that the Foundation’s appeal letter was mailed later than usual this year, but has brought in over \$12K so far.
7. **Committee Reports:**
 - a) **Buildings & Grounds** – No report
 - b) **Newsletter** – No report
 - c) **Technology** – nothing to add to Theresa’s report on the new router
8. **Old Business:**
 - a) **Staff goals** – These were not presented to the group, though Jack said he had received them from Theresa.
 - b) **Update of Board duties & responsibilities** – The sample document from the November Association of CT Library Boards conference that Diana had shared by email with the Board will be reworked specifically for the Lyme Board, and presented and reviewed at the next Board meeting.
 - c) **Strategic Planning** – Jack and Diana reported on the Committee’s progress to date, having distributed a one-page test survey for all Board members to complete. These, along with other test surveys collected from a handful of library patrons last week, will help the Committee finalize the survey for general Town distribution later this month. This is just one method of several that will be used to collect input from the Library’s constituents to ultimately help develop the updated strategic plan.
9. **New Business:**

- a) **Patron Behavior Policy** – Theresa presented a document defining unacceptable behavior and appropriate conduct expected in the Library that she would like posted on the Library’s website and inside the building. Following discussion, Judy proposed a motion to approve the patron behavior policy as written, and Chuck seconded. All were in favor. This document will be included in the LPL’s general Policy Manual.
- b) **Library Budget Proposal 2019/20** – Jack explained the budget, noting that the proposed increases in operating costs (+\$1,600) will be offset by increased withdrawals from the Library Trust Fund, held by the Town. Theresa noted that scheduled replacement computers for the Library are included under “Capital Costs”. Theresa and Jack will prepare a report for the Board of Finance meeting at Town Hall on Tuesday, February 26 at 6:30 pm. All Library Board and Library Foundation Board members are encouraged to attend to show support. The motion was made by Chuck to approve the proposed budget, seconded by Holly and carried by a vote of five (for) to one (against).
- c) **Lyme/Old Lyme Neighbors Magazine** – Diana brought to Theresa’s attention the opportunity to have a feature page or spread in each month’s issue of this local magazine, distributed to all Lyme and Old Lyme residents. Articles can be on any topic, including profiles of staff, upcoming programs, book reviews, digital services offered by the Library, etc. Diana communicated the monthly deadlines, and Holly offered to follow up with Theresa on this free outreach for the Library.

10. Executive Session – The Board went into executive session from 6:00 - 6:35 pm to discuss issues relating to personnel.

11. Next meeting – March 27, 2019 at 4:30 pm

12. Motion to Adjourn – The meeting was adjourned at 6:37 pm.

**Respectfully submitted,
Diana Fiske, Secretary**