

Lyme Public Library

Board of Directors Meeting Minutes

May 29, 2019

Present: Jack Sulger (Chairman), Susan Cole, Jerry Ehlen, Chuck Lynch, Holly Rubino, Mary Stone, Judy Ulrich; Theresa Conley (Library Director); Jacqueline Jaffe (LPLF)

1. Call to order – Jack Sulger called the meeting to order at 4:32 pm.
2. Secretary's Report – The minutes from the March 27, 2019 meeting were approved.
3. Treasurer's Report – Theresa reported that she has been making deposits to get a more accurate picture of income. In terms of expenses, she wanted to see what effect the streaming video service will have on the budget after she decreased spending on CDs and DVDs. She reported that the streaming video is under budget. The same is true on books and supplies, so Theresa has put in some orders in both these categories.
4. Library Director's Report – Theresa reported the streaming services are starting to catch on. The meeting rooms are being routinely used. Barbara Carlson is gearing up for the summer reading program for children.
5. Friends of the Library – There was no one from the Friends to make a report. Theresa gave a listing of the programs offered through June. On June 12, at 7pm, Maddie Matson will present a program on getting your house ready for sale (this event is not sponsored by the Friends). There is a sign-up sheet at the library for anyone interested in helping at the Friends' book sale on June 14 and 15. Theresa reported that she will attend the Friends' monthly meetings starting in September.
6. Lyme Public Library Foundation – Jacqueline reported that the endowment is showing slow but steady growth. She announced the Foundation's fundraiser at the Ivoryton Playhouse on August 29, at 7:30 pm for a performance of *Cabaret*, to be followed by a prosecco and dessert reception. The fundraiser is expected to draw 100-120 attendees.
7. Committee Reports:
 - a) Buildings & Grounds – Theresa reported that technicians have been in to check the noisy vibration from the air conditioning system. The technician will report his findings to Steve Mattson.
 - b) Newsletter – Holly reported that the deadline for the upcoming issue is June 8, and that Theresa is assembling the content. Holly also reported on regular submissions about the library being made to *Lyme-Old Lyme Neighbors*, a free publication distributed to area households.

c) Technology – Theresa’s computer and the circulation computers have been replaced. The patrons’ computers have been upgraded to Windows 10. The iPad Mini can be used to project presentations through the Keynote app.

8. Old Business:

a) Update of Board duties and responsibilities – This item was pended until after the strategic planning report is issued.

b) Strategic Planning – The committee has hired a moderator for the focus groups. Invitations to the focus group sessions will go out soon, to be followed by a board member retreat. Jack reported that responses on the surveys (approximately 200) have been favorable overall.

10. Next meeting – July 31, 2019 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:17 pm.

Respectfully submitted,

Holly Rubino (subbing for Diana Fiske, secretary)