

Lyme Public Library
Board of Directors Meeting Minutes
July 31, 2019

Present: Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, Mary Stone, Jack Sulger (Chairman), Judy Ulrich; Theresa Conley (Library Director); Jacqueline Jaffe (LPL Foundation); Mary Mazur (Friends)

1. **Call to order** – Jack Sulger called the meeting to order at 4:30 pm.
2. **Secretary’s Report** – The minutes from the May 29, 2019 meeting were approved.
3. **Treasurer’s Report** – Theresa reported on the fiscal year ending 6/30/19, noting that income and spending came in at budget (variance \$25.66). While the Newsletter overspent due to not accounting for print set up, this was offset by lower costs for periodicals, postage, supplies and dues/conferences. The strategic plan update incurred outlay for a focus group moderator that was covered by the Library Trust Fund.
4. **Library Director’s Report** – Theresa reported the fiscal year to year library card count and meeting room usage are both up. While e-book circulation is trending up, overall adult print readership is declining, both at LPL and nationally. Diana asked Theresa to record participation in all LPL programs going forward, so we can measure success of initiatives coming out of the Strategic Plan update. The audio-visual system is still not connecting to Wi-Fi correctly. Theresa will ask Doug (Town IT) to troubleshoot the problem again. The Town budget will cover fixing the noisy air conditioner in the program room. Theresa noted that the circulation system is being up-graded this weekend and won’t be accessible from Friday evening to Monday. The staff will do manual checkouts on Saturday. An email blast to patrons will go out advising that the LPL catalog will be down.
5. **Friends of the Library** – Mary Mazur shared information on upcoming programs through 2019. The Friends’ Board recently voted to limit programs to one per month, a move not supported by the LPL Board. Theresa will supplement with additional programming to help draw people into the Library. The Friends’ next Board meeting is September 10 at 10:00 am.
6. **Lyme Public Library Foundation** – Jacqueline Jaffe reported the Fund growing well mirroring financial indexes. Fundraiser planned for August 29th at the Ivoryton Playhouse, featuring a performance of “Cabaret” followed by a prosecco and dessert reception. Ticket sales are good, with a goal to sell at least 100. PR and emails are being used to promote the event, and there are a number of business sponsors. Judy, Holly and Jack are on the LPLF Fundraising Committee.
7. **Committee Reports:**
 - a) **Buildings & Grounds** – A/V system and AC issues already reported by Theresa.
 - b) **Newsletter/PR** – Holly is submitting monthly copy for Lyme/Old Lyme Neighbors magazine. Old Lyme Events and the online Lymes’ Patch were other suggestions for Library PR.
 - c) **Technology** – New computers were provided to Theresa and the two circulation desks in June as part of the Town’s IT replacement schedule. A new subscription to the online movie streaming service Kanopy launched on July 16th.
8. **Old Business:**

a) Strategic Planning Update – Jack reported that data collection (surveys, focus groups, staff and community leader interviews) is now complete for the project. It was agreed that the next step, the Board Retreat (to discuss these findings, and to develop 3-4 goals with strategies, assignments and reporting for implementation in the next 3 years) will be held September 4 from 2-5pm at the Town Hall Meeting Room. Board members will have chance to review all data summaries and several open-ended questions to discuss prior to the meeting. Judy offered to be in charge of refreshments.

9. New Business: None

10. Next meeting – September 25, 2019 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:29 pm.

**Respectfully submitted,
Diana Fiske, Secretary**