

Lyme Public Library  
Board of Directors Meeting Minutes  
May 27, 2020

Present via Zoom virtual meeting: Jack Sulger (Chairman), Judy Ulrich (Vice Chair), Holly Rubino (Secretary), Mary Stone, Mike James, Jerry Ehlen, Diana Fiske, Emily Hildner, Diane Brown; Theresa Conley (Library Director); Mary Mazur (Friends): Jacqueline Jaffe (Foundation)

- 1. Call to order** – Jack Sulger called the meeting to order at 4:35 pm.
- 2. Secretary’s Report** – The minutes from the April 29, 2020 meeting were approved.
- 3. Financial Report** – There were no questions or comments.
- 4. Library Director’s Report** – Jack thanked Theresa for the daily updates during the shutdown. There was not much activity to report due to the shutdown.
- 5. Friends of the Library** – Mary Mazur announced that the Friends will have their annual meeting via Zoom on June 25 at 6:30pm at which a proposal for increased funding for library programming and the updated bylaws will be presented, as well as the slate of new officers (Mary will post this slate two weeks prior to the meeting). The Friends are still looking for a secretary. The Plywood Cowboy concert on August 20 has been cancelled. Mary said that Nancy Ballek is willing to do an outside workshop for families on herbs but needs to know from Steve Mattson whether events can be planned on town property.
- 6. Lyme Public Library Foundation** –Jacqueline reported that members of the Foundation have met via email and that there has been discussion about an Author’s Cocktail Party (an outside event) to raise funds in September. The endowment has been subject to the economic downturn, but the Foundation has set aside cash to ensure its annual contribution toward the town’s library budget.

**7. Committee Reports:**

- a. Building & Grounds** – Jerry reported that the water fountain filter light is on.
- b. Newsletter** – Holly indicated that the deadline for content to Theresa for the July/August/September newsletter is June 8.
- c. Technology** – Theresa said that three new computers are in the fiscal year budget.

**8. Old Business**

**a. Strategic Planning – Committee Reports**

The write-ups for the Friends and the Foundation are in progress. The program committee continues to be active. Diana Fiske is proposing to get together a subcommittee to look more specifically at augmenting programs for children.

## **9. New Business**

### **a. Library re-opening schedule and procedures**

Theresa reported that the staff has been provided with masks, gloves, a thermometer (nonworking), face shields, and hand sanitizer. Curbside service is now available and has been advertised on the website and via email blast. On June 9, there will be a limited reopening for patrons in the building. The library is getting an additional cleaning each week.

**8. Executive Session** – Jerry proposed a motion for the board to go into Executive Session to discuss staffing issues. It was seconded by Diana. The Board was in Executive Session from 5:21 to 5:33.

**9. Next meeting** – June 24, 2020 at 4:30 pm

**10. Motion to Adjourn** – The meeting was adjourned at 5:34 pm.

Respectfully submitted,

Holly Rubino, Secretary