

Lyme Public Library

Board of Directors Meeting Minutes

September 30, 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); Deb Giaconia (Friends), Jo-Ann Shettles (Friends), Mary Mazur (Friends); Jacqueline Jaffe (Foundation)

1. Call to order – Jack Sulger called the meeting to order at 4:32 pm.

2. Secretary's Report – The minutes from the August 26, 2020 were approved.

3. Financial Report – Theresa Conley reported that the budget is going along as scheduled. The Town has transferred the trust fund allocation (\$17,756) for the year.

4. Library Director's Report – Theresa Conley said that circulation is gradually coming back. E-resources are being used more than a year ago. There were two Friends' sponsored programs in July and August.

5. Friends of the Library – Deb Giaconia announced that the next Friends' board meeting is October 15 at 10 am and all are welcome to attend. She has asked library board members to rotate in and will share the schedule of future meetings. As for programs, she said that attendance is a concern, but she felt it's important to continue hosting the programs. She also expressed concerns about scheduling Saturday programs and having hosts for all programs. There are currently 52 members of the Friends. The Book Nook is still selling books.

6. Lyme Public Library Foundation – Jacqueline said that the annual Foundation meeting will be October 20 at 6 pm. She will also be sending out a fundraising appeal letter on behalf of the Foundation. She also announced that the Foundation has a new logo.

7. Committee Reports:

a. Building & Grounds – Steve Mattson and a technician are checking the program room heating-A/C problem.

b. Newsletter – Holly Rubino shared the newly designed newsletter, which was met with enthusiasm. She will do a cost analysis of color over black-and-white and 6 issues over 4 and share with the board.

c. Technology – Jerry Ehlen has compiled a list of currently held digital resources and equipment. The next step is to write specific instructions on how to access and use the digital resources.

8. Old Business

a. Strategic Planning – Committee Reports

There was a general discussion about how to best report on progress being made on the 11 strategies (printed report vs. presenting orally at board meetings). Jack, Judy, and Holly will meet to further discuss.

Technology: Jerry will distribute the list of resources and equipment. Diane Brown met with a website designer to discuss platforms. The recommendation is to migrate content to a more user-friendly platform that's easier for staff to update. Designer would be willing to assist with migrating current content. Diane will look into costs and other library sites using this platform and will report back to the board. Theresa felt that the website is something we could start working on as soon as possible and that the current cost is \$400-\$500 for the host of the library's current website.

Diagram of library funding: Jack had followed up with Deb and Jacqueline on how to pay for this and will consult with them on a final design now that the new Foundation logo is ready. Mary Stone suggested that the diagram be printed as a pamphlet or poster instead of banner, making it less expensive to produce initially and less expensive to update as numbers change from year to year. This will need to be discussed further with the Foundation and Friends.

9. New Business - none

10. Next meeting – October 28, 2020 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:55 pm.

Respectfully submitted,

Holly Rubino, Secretary