

Lyme Public Library

Board of Directors Meeting Minutes

December 2, 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; 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 4:31 pm.

2. Approval of prior meeting minutes – The minutes from the October 28, 2020 meeting were approved.

3. Financial Report – Jack reported that it's early in the fiscal year, but things are going along as expected.

4. Library Director's Report – Theresa reported that circulation and attendance have gone down, but curbside service is going well. She said that 77% of Connecticut libraries have gone back to curbside service only because of the increase in COVID cases, and she is concerned how this increase may affect the Lyme Public Library. After the new year, Theresa will begin looking for a replacement for the staff member who resigned.

5. Friends of the Library – Deb reported that the next Friends' board meeting is on January 21 at 10am. She, Jo-Ann, and Barbara have scheduled a meeting with Maggie at Lyme School in early January to begin the discussion about appropriate grade-level programming. A flyer for the multi-cultural programs has been shared with the Lyme and Mile Creek Schools. Deb believes that the Friends have fulfilled the mission of providing programs for the library and will continue to do so. In addition, the Book Nook continues to do well.

6. Lyme Public Library Foundation – Jacqueline reported that the Foundation will meet again in the spring. Meanwhile the appeal letter is about to go out.

7. Committee Reports:

a. Building & Grounds – The heating problem in the program room is being worked on. The interior door needs to be straightened, and Jerry will check this. Frontier has been alerted about the alarm going off repeatedly.

b. Newsletter – The Jan/Feb/March issue of the newsletter is going to the printer on Dec. 13. Holly reported that the newsletter will be reviewed for its effectiveness, and that board members are always welcome to make suggestions.

c. Technology – Theresa reported that the IT person is working out problems with Barbara’s new computer.

8. Old Business

a. Strategic Planning

Community Center – This subcommittee has met and is working on a database of volunteer needs as well as a list of community organizations and a letter to those organizations. The PR and marketing subcommittee has also met and begun work on the marketing campaign and annual report.

Programs & Services – There was a discussion about how to reach more people in the community and how to evaluate programs. Mary Mazur volunteered to be the contact person should community members wish to send along ideas for programs and/or presenters.

Technology – Jerry will consult with Theresa about writing basic instructions for using the various digital resources (Hoopla, Overdrive, etc) even though some of these platforms have been shifting ownership. Deb suggested referring to the help page on the resources’ sites.

Relationships with Library-Related Organizations – the organizational chart has been shared with the Foundation and the Friends and will be distributed to the board. There will be an 8.5 x 11 version that can be included in fundraising appeals.

9. New Business

a. Virtual Meeting Policy – the motion to adopt the Zoom Usage Policy as written was approved. The policy will be included in the library’s Policy Manual.

b. 2021 Meeting Dates – the motion to adopt the meeting dates as published was approved.

10. Executive Session – The Board was in Executive Session from 5:35 to 6:15 for personnel and administrative reasons.

8. Next meeting – January 27, 2021 at 4:30 pm.

9. Motion to Adjourn – The meeting was adjourned at 6:16 pm.

Respectfully submitted,

Holly Rubino, Secretary