

Lyme Public Library

Board of Directors Meeting Minutes

March 31, 2021

Present via Zoom virtual meeting: Jack Sulger (Chairman), Judy Ulrich (Vice Chair), Holly Rubino (Secretary), Mary Stone, Mike James, Diana Fiske, Emily Hildner, Diane Brown; Theresa Conley (Library Director); Deb Giaconia (Friends), Jo-Ann Shettles (Friends)

**1. Call to order** – Jack Sulger called the meeting to order at 4:34 pm.

**2. Approval of prior meeting minutes** – The minutes from the February 24, 2020 meeting were approved as written.

**3. Financial Report** – Theresa reported that books, audio-visual, and supplies are all under budget largely due to the modified schedule (also under budget on salaries due to vacancy). Once the library goes back to regular hours, more supplies will be used.

**4. Library Director's Report** – Theresa reported that circulation is holding steady. Three candidates were interviewed to fill the vacant position. The new staff member will be starting on Tuesday, April 6, and will work 10.5 hours per week, including evening shifts.

**5. Friends of the Library** – Deb reported that the Friends are doing well with the program budget, and that the Animal Tracking, Asian Fusion, and Sprague Theobald programs were particularly successful. The Lyme School and Friends collaboration was a big success, and the students are sending thank-you notes. Several of the Friends attended a presentation on developing partnerships to strengthen communities. One idea that came out of this is to have a reading tent for children at the Tiffany's farmers' market. Books not sold at the book sale will be offered first to community organizations such as the senior center and garden club. Mary Mazur has resigned as secretary and from the board. The Friends are looking for new board members.

**6. Lyme Public Library Foundation** – Jack said there was nothing to report.

**7. Committee Reports:**

**a. Building & Grounds** – the clocks have been changed for daylight savings.

**b. Newsletter** – it was decided that new acquisitions should be highlighted in the next issues.

**c. Technology** – no report.

**8. Old Business**

**a. Strategic Planning** - Web developer Tom Jackson is working with Theresa. She has informed him which items to transfer over, and he will build a demo site. The goal is to have the site ready by June 30. The WordPress platform will allow staff to make changes more easily. Judy reported that there is a

Welcome Committee being overseen by John Kiker to create a handbook and online resources for new residents. She encouraged other board members to join. A “meet the new director” could come out of this committee. Mary proposed that the library’s vision statement be shortened to “Connecting to Our Community.”

**9. Executive Session** – The Board was in Executive Session from 5:10 to 5:59 for personnel/governance reasons. No actions or decision were made to bring to a motion.

**10. Next meeting** – April 28, 2021 at 4:30 pm.

**11. Adjournment** – The meeting was adjourned at 6:00 pm.

Respectfully submitted,

Holly Rubino, Secretary