

Lyme Public Library

Board of Directors Meeting Minutes

August 25, 2021

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

Absent: Diana Fiske

**1. Call to order** – Jack called the meeting to order at 5:04 pm.

**2. Remarks by visitors** – none.

**3. Approval of prior meeting minutes** – The minutes from the July 28, 2021 meeting were approved as written.

**4. Library Director's Update** – Theresa reported the mask mandate has been reinstated for inside the Library and there have been no complaints. Most items from the ARPA grant have been received, and the WiFi has been upgraded and extended. Theresa will consult with the State Library about how best to use the remaining \$1,200.

**5. Friends Update** – Deb reported that the Friends purchased a Bose speaker and microphone stand for programs. Upcoming programs include the book sale, and talks given by Jim Benn and Deb Mandel.

**6. Foundation Update** – no update.

**7. Old Business**

**a. Strategic Plan Committee Reports** – Jack reported that the organizational chart of the various groups that support the Library has been produced but not yet put on display in the Library.

**8. New Business**

**a. Appointment of new Library Director** – Jack entertained a motion to appoint Melissa Fournier as Library Director effective October 5, which was unanimously approved.

**b. Disbanding of search committee** – There was a motion to disband the search committee, which was unanimously approved.

**c. Approval of Library Director position description** – There was a motion to approve the description with the following modifications: under the "Overall Job Description," the last lines will now read, *The Director is responsible to the Board of Directors. He/she is an employee of the town of Lyme.* The line after the bullet list will now read, *Duties/responsibilities may be revised in consultation with the Board.*

These modifications were unanimously approved.

**d. Consensus vote on director manual** – There was a motion to adopt the Board of Directors manual as modified. This was unanimously approved.

**9. Next Meeting** – Will be held on September 29, 2021 at 5:00pm. Jack stated that in addition to the regular monthly board meeting, this will also constitute the annual meeting at which the Library Director, the Friends, and the Foundation will summarize the fiscal year ending June 30, 2021. Jack also called for volunteers for a nominating committee to create the slate of officers by the first week of December. Those interested in participating on the committee should let Jack know by September 22.

**10. Motion to Adjourn** – The meeting was adjourned at 5:47 pm.

Respectfully submitted,

Holly Rubino, Secretary