

LYME PUBLIC LIBRARY BOARD MEETING MINUTES

DRAFT

SEPTEMBER 27, 2023

Present: Laura Mooney, vice chair; Joan Motyka, secretary, John Kiker, Ralph Lewis, Michael James, Lynn Richmond

Absent: Judith Ulrich, Diane Brown

Ex Officio: Melissa Fournier, Director; Jeanne Rutigliano, President, Friends of the Lyme Public Library

Guest: Michael Prill, Lyme resident

- 1. CALL TO ORDER:** Laura called the meeting to order at 5:21 p.m. in Judith Ulrich's absence.
- 2. REPORT FROM THE FRIENDS:** Jeanne reported that the September book sale brought in \$2,235.25, more than last year with fewer books for sale. She said the Friends now has \$15,256 in its Treasury. She said that with information from the town assessor and MLS listings, she has gathered contact information on new Lyme residents, sharing it with Laura, with the goal of introducing new residents to the library so they can get library cards, join the Friends, come to Sweet Spot and see if they have any interest in serving on town boards. The next Sweet Spot is Oct. 3 and she said the board is responsible for providing baked goods. Laura, Joan, Jeanne and John offered to provide baked goods, and possibly Michael as well.
- 3. REPORT FROM THE FOUNDATION:** None
- 4. DIRECTOR'S REPORT:** Melissa reported increases in August for print and digital circulation, as well as attendance, from year-ago numbers. Attendance at children's programs soared in August, to 92 from 42 a year ago. Adult program offerings and attendance declined. Melissa reported that problems with the telephone system are being addressed; painting needs to be completed in the periodicals room, and the HVAC system seems to be working (but complaints have come in from program attendees

concerning noise in the Community Room from the HVAC system.) She also said the Lymes' Senior Center will be using the Community Room to host programs while its renovation is underway. Regarding staffing, she said she met with the First Selectperson concerning paid leave for a staff member and was told there were issues concerning protected classes so the town would not fund the employee's full leave. Melissa was also told, however, that the town would look into the possibility of offering an insurance plan, with employee support, to help fund extended leaves, but that it would not affect the current request. Melissa also urged board members to look at the revised Collection Development policy with two appendices, which she distributed; Mike suggested a discussion and vote should await Judy's return.

5. **OLD BUSINESS: STRATEGIC PLAN** Lynn and John reported that they are reworking parts of the Strategic Plan and will circulate an edited version to board members before the next board meeting. They urged board members to comment on the edited version via email before the meeting to enable the board to hold a discussion and vote on the Strategic Plan in October.
6. **EXECUTIVE SESSION:** Joan made a motion, seconded by Ralph, and approved unanimously for the board to go into executive session at 6 pm. Non-board members departed. At 6:17 Mike made a motion to come out of executive session, seconded by Ralph, with unanimous approval.
7. **NEW BUSINESS: UPDATE ON BYLAWS REVISION AND BOARD HANDBOOK REVISION:** Laura said updates will be presented at the October meeting. Skill sets that would be useful in new board members were discussed, including fund-raising and tech.
8. **ADJOURNMENT:** Mike made a motion, seconded by Lynn, to adjourn at 6:33 pm. It was approved unanimously.