

**LYME LIBRARY
BOARD OF DIRECTORS
MEETING MINUTES
NOVEMBER 29, 2023
DRAFT**

PRESENT: Judy Ulrich, Chair; Laura Mooney, Vice Chair; Joan Motyka, Secretary; John Kiker, Michael James, Lynn Richmond,
Excused absence: Ralph Lewis

EX OFFICIO: Melissa Fournier, Library Director

GUESTS: Carol House and Mary Stone, representing Lyme's Plan of Conservation and Development; Jacqueline Jaffe, President of the Lyme Public Library Foundation; Jeanne Rutigliano, President of the Friends of the Lyme Public Library; Mike Prill, resident

1. CALL TO ORDER:

Chair Ulrich called the meeting to order at 5:01pm

2. WELCOME TO GUESTS:

Chair Ulrich welcomed Carol House and Mary Stone. Jeanne Rutigliano President of the Friends of the Lyme Public Library; Jacqueline Jaffe, President of the Lyme Public Library Foundation. Chair Ulrich asked Mike Prill to introduce himself to the board.

3. PRESENTATION OF LYME'S PLAN OF CONSERVATION AND DEVELOPMENT (POCD)

Carol House and Mary Stone introduced the plan and discussed the role the Library Board can play in assuring that the gathering of important town data is successful. Important points stressed by Ms. House and Ms. Stone:

- a. Goal is a 50% response rate town wide.
- b. What are the most important topics for the Library to be included in the survey?
- c. Library Board needs to participate in advertising the survey.
- d. Ms. House stressed that the survey, which is to be developed, should include what residents feel is most important, for example affordable housing, conservation.
- e. Mr. Kiker and Ms. Richmond will develop an email to the Board soliciting ideas about what should be included in the POCD survey regarding the Public Library.

4. APPROVAL OF MINUTES:

Ms. Richmond motioned for the minutes from October to be accepted as written; seconded by **Mr. James**. Minutes accepted unanimously.

5. ELECTION OF NEW OFFICERS:

John Kiker, as Chair of the Nominating Committee, thanked **Judy Ulrich** as out-going Chair for her decade-long service to the Library. There was a hearty round of applause in gratitude to **Ms. Ulrich's** hard work and stewardship.

Mr. Kiker presented the proposed slate of new officers:

Laura Mooney for Chair

Joan Motyka for Vice Chair

Michael James for Secretary

The ballot was distributed, and the slate was elected unanimously. The new officers assumed their duties immediately.

6. DIRECTOR'S REPORT

Melissa Fournier reported that attendance year to date was down slightly due to including attendance from last year's Volunteer Fair. She commented that without those numbers attendance was up this year. Digital use was down slightly, and print use was up slightly. **Ms. Fournier** proposed an operating budget for next year which includes a 6 per cent increase for salaries, and an increase in staff hours from 10.5 to 30 due to increased staff time devoted to implementing the new LYONS system, increases in programming and attendance. As Director, **Ms. Fournier** is the only Library employee who develops programming, outreach, and advertising.

Mr. Kiker motioned that the Board accept **Ms. Fournier's** operating budget as written. Seconded by **Ms. Ulrich**. The motion was passed unanimously.

7. REPORT FROM FRIENDS

Ms. Rutigliano, President of the Friends of the Lyme Public Library reported that The Sweet Spot continues to be a success with consistent attendance between 25 and 30 residents.

The Friends received 32 boxes of donated books from the Black Whale owner. The books will be sorted and included in next year's Book Sale. The Cookbook Club will provide all

the food for the Sweet Spot this month. Angie Falstrom's lovely Note Cards will be used by the Board as thank you and welcome notes.

8. REPORT FROM THE FOUNDATION

Jacqueline Jaffe reported that the Foundation's fund has remained steady. The annual fund-raising event at the Ivoryton Playhouse was a success, raising \$20,000. The Foundation has two new members; Lyn Morell on the finance committee and Tom Wing on the Foundation board.

9. OLD BUSINESS; STRATEGIC PLAN

Mr. Kiker and Ms. Richmond were thanked by Chair Mooney for their continued hard work in putting the strategic plan together. Mr. Kiker and Ms. Richmond will oversee the implementation of the Plan and "hold the Board accountable."

Ms. Motyka motioned to accept the Strategic Plan as written. Mr. Kiker seconded the motion. The motion was accepted unanimously.

Chair Mooney discussed the Strategic Plan going forward: initially two committees will be organized:

- 1.) Community Outreach: Michael James, Laura Mooney, Lynn Richmond, Judy Ulrich, and Joan Motyka
- 2.) Facilities: John Kiker, Mike Prill, Judy Ulrich, Lynn Redmond, Ralph Lewis

10. NEW BUSINESS

Chair Mooney discussed the necessity of changing the number of members for a quorum from 6 to 5. A motion was made by Ms. Ulrich and seconded by Ms. Richmond and approved unanimously to change Section 6 of the bylaws (Quorum) to read: "A quorum for the transaction of business at any meeting shall consist of five (5) current directors."

11. ADJOURNMENT

Motion to adjourn made by Ms. Motyka, seconded by Mr. Kiker. Accepted unanimously. Meeting adjourned at 6:37.

REMINDERS:

MR. KIKER AND MS. RICHMOND WILL EMAIL THE BOARD QUESTIONS TO CONSIDER FOR THE POCD. COMMENTS DUE NO LATER THAN DECEMBER 15.

SPRING GATHERING INCLUDING LIBRARY STAFF DATE TO BE DETERMINED.

