Library Board Meeting 8/28/24

Attendees: Laura Mooney, Joan Motyka, Ralph Lewis, Judith Ulrich, John Kiker (on speaker phone due to illness) Melissa Fournier (Library Director), Mike Prill, and Jacqueline Jaffe (Chairman of the Lyme Library Foundation)

Absent: Lynn Richmond, Michael James

Meeting called to order 5:05pm

- Laura Mooney thanked Judith Ulrich for all her hard work and care on behalf of the Lyme Library Board as chairman. Since this was to be Judith's last meeting it was appropriate for the Board to thank her for her dedication to the Lyme Public Library
- Meeting minutes from the July 31st meeting were reviewed and voted on with the corrections made to cite that the Friend's Book sale takes place on both September 6th & 7th
    - Acceptance of the minutes with corrections moved forward by Joan Motyka and seconded by Ralph Lewis.
- Melissa Fournier gave the Library Director's report
- Friend's Report did not take place as the representative of the Friends could not be present
- Foundation Report by Jacqueline Jaffe
    - August 29th at 7:30pm (tomorrow night) is the Foundation's big fund-raising event at the Ivoryton Playhouse "Escape to Margaritaville"
    - The current attendance at the event is down by about 15 tickets although with donations and purchases of tickets the event technically is "sold out" but many donors wished to give money but not attend the event in person.
    - The especially interesting part of the event this year is that a local restaurateur and bartender are making a special margarita to be served at the after-performance party for Lyme Library Foundation supporters.
    - Laura Mooney mentioned that at Judith Ulrich's party at her home, 2 tickets were donated which were given to the Lyme Consolidated school to be raffled off with 2 staff members attending the event tomorrow night free of charge.
    - 2 extra tickets were also given to Marcie Conway who frequently plays music at the monthly Sweet Spot program as a thanks to her for her volunteer help at the Sweet Spot events.
    - The Lyme Library Cookbook Club, as they did last year, will be making food for the after-performance get-together.
- Sweet Spot Report by Joan Motyka
    - Invitations to come and bake for the event have been circulated.

- Combined baking by both the Friends and Board members continues, although an alternative is always being investigated as the majority of the time only a few individuals take on that workload.
- Jac Lahav the artist whose work will be currently displayed in the Community Room will be at the next Sweet Spot to talk about his work.

Committee Reports

Facilities Committee-Mike Prill

- Mike Prill spoke about the fact that he has a print quote and contract from Stanley (Handi-capped door installation vendor)
- Mike has interviewed two electricians to get quotes on how much it will cost to run electricity to the handicapped doors once installed. He will be going with the lower of the two quotes.
- A signature for the Stanley quote is required. Who signs off on this? The Town or the Board (Town is paying for it, so Mike can sign the contract and pass it along to the Town Accountant for payment)
- John Kiker asked that Josh Adams (the Facilities Manager for the town of Lyme) see the quotes
- John Kiker, Mike Prill and Josh Adams will meet to discuss the project
- At the present time the costs are coming in at $6,400 for animating the doors (both in the lobby area) and installing push buttons to activate them and $1,500 for the work of electricians to run wiring to automate the doors.

Outreach Committee-Ralph Lewis

- The next meeting of the Trivia Club takes place shortly after the next meeting of the Sweet Spot so any leftovers from that event will be donated to the Trivia Club for their evening sessions.
- Ralph requested that a poster be made by Melissa Fournier to advertise the Trivia Club program and that this poster be put up at the Circulation desk Melissa Fournier agreed to do so.
- Laura Mooney suggested that the Library co-lab with Lyme Public Hall to help advertise the event.
- Additional communications between the Lyme Public Hall and the Library it was suggested might be a great idea as the Public Hall didn't know at the Lyme's movie series.
    - This could be accomplished:
        - By emailing directly to the Lyme Public Hall

- Email the lest of upcoming event directly to Jacqueline Jaffe (Meissa will be in charge of that)

Volunteer Fair-Laura Mooney in Holly Rubino's absence.

- The Library Board will have a table in the lobby to be "greeters"
- The Lyme Library Foundation will have a tale hosted by Jackie Jaffee. Jackie will speak to her group about what they will be doing at the event.
- Name tags will be distributed to all Board members present.
- Melissa will make a succinct handout about upcoming events and posters to help promote events as handouts on the Board table.
- We need voluneers to help set up the rooms
    - Laura Mooney handed out a sign-up sheet.

Old Business

Strategic Plan

- Quarterly Reports by the Director will include percentages of increases and decrease in program attendance in comparison to previous years from now on.
- Advertising takes a great deal of the Director's time-discussion of getting an intern from Three Rivers College might be helpful.
- Holiday Party-Invite the artists who have displayed their work and/or donated their work to the Lyme Library at the next party. Fund-raising needs to be done in advance so that no individuals are taxed with coming up with the funding for refreshments.

New Business

Board handbook updates: Joan and Laura are working on this and will present it @ the next Board Meeting

Next meeting to take place on September 25th.

Meeting adjourned at 6:10pm