

Minutes

LYME PUBLIC LIBRARY

Board of Directors Meeting

Oct. 14, 2015

Present: Judy Lightfoot (Chairperson), Theresa Conley (Lib Director), Jim Benn, Chuck Lynch,
Holly Rubino, Jack Sulger, George Willauer, Janis Witkins.

1. Call to order – Judy called the meeting to order at 5:03 pm.
2. Secretary's report - Katherine Gibson is leaving the Board when her term expires and Jerry Ehlen will join after the November election.
George Willauer moved to accept the minutes from the last meeting; Jim Benn seconded and the minutes were accepted.
3. **Treasurer's Report for Period ending 8/31/2015: (see attached)**
So far 20 % of the budget has been spent leaving a balance of \$173,909.66.
The Trust Fund (\$7,000) has spent 46 % or \$3,254.87. There was some discussion about the current financial set up of the library having no bank account and no debit cards; bills and gifts are sent to Town Hall. There was a consensus to provide a Finance Committee to assist Theresa.
4. Library Director's Report – Theresa had a very positive report for the status of the library. Circulation has been very steady. The number of library card holders has increased to over 1,200. The meeting space has been used steadily by many groups in town. The new display case is a real asset. The Friends of the Library group has sponsored a number of popular adult programs that have been well attended. The Ct State Library's statewide library catalog project has been delayed until next year. Jim Benn moved to accept the report and it was seconded by Holly Rubino; the report passed.
5. Lyme Public Library Foundation – George Willauer present a comprehensive report on the status of the foundation funds. The annual meeting will take place Oct 29. The balance of the fund in July was \$996,964.84 and is currently \$950,628.32. \$300,000 was given to the town. The Nolan Fund has a balance of \$2,930.64. There will be a reception on Nov. 22 for potential supporters.

6. Committee Reports:
 - A. Building & Grounds – Chuck Lynch reported on several issues:
 1. Water spots in several places on the ceiling due to a leak that is being investigated. It may be a roof leak or a pipe leak.
 2. The interior door in the library lobby is a little swollen. Ralph Eno said to wait until the cool weather sets in to determine the extent of the swelling. (Note: A few days after this meeting Ralph checked the door and personally trimmed it so that it is no longer swollen and works perfectly now.)
 3. Clock – there was a consensus that a clock (approx. 30 inch diameter) should be installed on the western wall of the library overlooking the non-fiction area of the book-stacks. The clock would be visible from just about anywhere on the floor of the library; even from the Children’s Library.
 4. Lights – There is one section of the fiction area shelving that needs lighting (the H/N-P section or first long row section near the south-facing reading area). There are some lights in storage in the basement which should be checked to see if they can be used to address the issue.
 5. The signs for Town Hall and Library to be installed outside the stone walls along the road are almost ready.
 - B. Newsletter – The recent Sept/Oct 2015 newsletter was excellent in its layout, graphics and the information shared.
 - C. Technology – Jim Benn reported that things are going well technically but more computers are needed for children’s use. Small tablets could also be of use.
7. Lyme Library Trust Fund: Jack Sulger and Jim Benn presented the draft of the LLTF Agreement which clarifies the role of the LLFT. A meeting will be held with Ralph Eno concerning the Agreement.
8. Friends of the Library - Janis Witkins reported on recent activities of the Friends. The celebration of Jim Benn’s new novel was great and very well attended. Oktoberfest was sold out and very well attended also. \$1,200 was raised. Upcoming programs are mentioned in the Sept/Oct flyer. It was mentioned that there should be a sign for Friends and their activities should be reported to the town. The Friends next meeting is Nov 9 at 2 pm and Board members are invited.
9. Old Business – none
10. New Business – There was some discussion about when to hold the annual Holiday party. Friends of the library did Oktoberfest so they are not planning a holiday program this year. Some grants were received. The Cerimon Fund donated funds for the Children’s Room and for children’s programming. The Foundation is in good shape.

11. Next meeting is Dec. 10 at 4 pm with the annual Holiday Party at 6 pm.

Respectfully submitted,

Chuck Lynch
Secretary Pro Tem