

Lyme Public Library  
Board of Directors Meeting Minutes  
May 31, 2017

**Present:** Jack Sulger (Chairman), Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, George Willauer; Theresa Conley (Library Director); Mary Mazur (Friends), Jeanne Rutigliano (Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 5:01 pm. He announced that Judy Ulrich has been appointed to the Board by the Town Selectmen, to take Jim Benn’s vacant spot. Judy was welcomed by all present.
2. **Secretary’s Report** – The minutes from the March 29, 2017 meeting were approved, following a proposal to accept by Holly Rubino, and seconded by Jerry Ehlen.
3. **Treasurer’s Report** – Theresa Conley reported that spending remains on track for the fiscal year (ending 6/30/17), and noted the receipt of several unexpected large donations. It was further noted that in order to better contain costs for the next fiscal year, patrons will only be allowed 3 free pages of computer printouts versus the current 5. Patrons will continue to pay for all regular photocopies.
4. **Library Director’s Report** – Theresa related that March/April attendance and circulation were stable. Current programs are going well too. Zinio (a multi-device distribution service for thousands of digital magazines) is now available through the Library, once patrons register an account with their card. She expects awareness and usage to build with time. Theresa attended training for the new “reQuestIT CT” interlibrary loan system pilot program, but is concerned that it may take some time to integrate the various library circulation systems used within the State. Finally, the family of Maryann Cook recently donated a Japanese Cherry tree in her memory, which has been planted near the patio. Maryann was a town resident and had been a librarian elsewhere.
5. **Lyme Public Library Foundation** – Jeanne Rutigliano reported the recent fundraising letter has brought in over \$24,600. The Foundation Board will be meeting on June 19<sup>th</sup> to make a decision about the management of their investment accounts. The November 4 fundraising event will feature a medley of Cole Porter songs by John Hargraves’ group, Six of Clubs, at the Old Lyme Congregational Church, followed by a reception at the Lyme Art Academy. Volunteers for the day of the event should let Jack know they are available. Jeanne noted that there is an “alternate” board position open, and that suggested candidates should be passed on to her.
6. **Committee Reports:**
  - a) **Buildings & Grounds** – Jerry noted that he checks the ladies’ bathroom lock periodically, and it seems to be fine. Both the leak in the program room ceiling and the broken pole light in the parking area have been attended to by the Town. Further, the additional lighting in the adult fiction corner of the Library should be installed on June 12th.
  - b) **Newsletter** – Theresa will begin work on the July/August/September edition shortly. A “Save the Date” for the Foundation’s November fundraiser will be included. Meanwhile, the Town has developed an updated mailing list that the Library will adopt for better coverage of our patrons/residents for the next issue.
  - c) **Technology** – No report.
7. **Friends of the Library** – The Friends’ Annual Meeting is June 1 at 7:00 pm, with guest speaker local author, Beatriz Williams. Mary Mazur encouraged all Library Directors to support the group by attending if possible. The recent annual appeal letter has brought in over \$3,200 to date. This will help to fund programs at the Library for next year. The book sale is scheduled

for June 16 and 17, with tomorrow as the deadline for book drop off. Unfortunately, Bonnie Nuzum is no longer able to run Programs for the Friends, so Mary will fill this position until they find someone else. Several great programs are in the works, including a return of the 50's and 60's musician, Mark Black, during the summer, and a talk by an Appalachian Trail through-hiker in the fall. Further, the popular holiday cooking demonstration will be repeated in December. Mary asked Board members to forward all speaker/program suggestions onto her.

**8. Old Business:**

- a) **2017/18 Library Budget** – The Town passed the budget proposed by/for the Library.

**9. New Business:**

- a) There is an open part-time position at the Library - to work 3.5 hours on Thursday evenings (4:30-8:00 pm) regularly, plus substitute hours as needed. Theresa has advertised through the regular channels, but has not managed to fill the position to date. Please pass suggestions on to her as soon as possible.
- b) It was agreed that each Director will be assessed \$5 at the September meeting for the purposes of reviving The Sunshine Fund. Further funds will be collected in this way as needed.
- c) Theresa reported that the Valley Shore Emergency Communications contacted her for a list of volunteers (3-4) who live locally and can respond to fire alarm calls. It was agreed that she would further research protocols necessary.

**10. Next meeting – July 26 at 5:00pm**

- 11. Motion to Adjourn** – made by Chuck Lynch, seconded by George Willauer, and passed unanimously at 6:06 pm.

**Respectfully submitted,  
Diana Fiske, Secretary**