

Lyme Public Library  
Board of Directors Meeting Minutes  
March 28, 2018

**Present:** Jack Sulger (Chairman), Diane Brown, Jerry Ehlen, Diana Fiske (Secretary), Judy Ulrich; Mary Mazur & Deb Giaconia (Friends); Jeanne Rutigliano (Foundation)

**Absent:** Susan Cole, Chuck Lynch, Holly Rubino, Theresa Conley (Library Director)

1. **Call to order** – Jack Sulger called the meeting to order at 4:50 pm.
2. **Secretary’s Report** – The minutes from the January 31, 2018 meeting were approved.
3. **Treasurer’s Report** – Jack reported in Theresa’s absence that income and spending are on track for the year.
4. **Library Director’s Report** – Two items on the Librarian’s Report provided by Theresa were discussed briefly: the decline in print book circulation versus last year, and annual cost and general awareness by Lyme residents of the Wi-Fi Hotspot availability. (Subsequent to the meeting, Theresa provided some insights and information on the items discussed. The decline in print book circulation is likely a combination of factors ranging from bad weather to the continuing shift to digital formats either through the library or at home. Additionally due to reductions in state funding, intra-library lending is down. There is one Wi-Fi Hotspot which costs \$22 per month. The device is being utilized about 1 or 2 weeks a month and is popular with those going out of town, moving into town before getting a home service as well as those having issues with their home service.)
5. **Friends of the Library**
  - Deb gave an update on book collections and sales, noting that new book donation guidelines (approved by Theresa) have been finalized and will be posted by the basement stairs and on the Library’s website, as well as in the next newsletter. She said the combination of Book Nook sales plus the pop up small book sales throughout the year generate as much income as the one big annual book sale (though with much less work). Deb has a high school intern to assist her. She requested the table in the middle of the Book Nook area be moved to another site in the Library to make room for increased book displays. She would also like to install a more visible sign for the area (to be paid for by the Friends). Deb reported that the Friends’ website has been closed, and that their pages can now be accessed via the main Library website, where Theresa will continue to post the Friends’ upcoming programs.
  - Mary previewed six programs scheduled for next quarter, plus the author/speaker booked for the Friends’ Annual Meeting on June 26. She, Deb and Allyson Cotton will meet with First Selectman, Steve Mattson, on Monday afternoon to discuss details for “Music by the Meadow” (3 upcoming summer concerts) on the Town Campus. Based on the experience of the concert last Fall sponsored by the Foundation, Jack urged the Friends to make sure they adequately addressed the various logistics of holding such events - including traffic flow, security, insurance, clean-up and availability of facilities.
6. **Lyme Public Library Foundation** – Jeanne reported on the endowment and the annual appeal, which stands just over \$18,000. The King Cole event in late 2017 netted \$15,664. The new Fundraising Committee will meet again in April to continue work on future fundraising events.
7. **Committee Reports:**
  - a) **Buildings & Grounds** – Jerry will check with Theresa on the circuit breaker issue in the staff room.

**b) Newsletter** – The proposed tri-fold format was explored, but found to be not viable cost-wise. Returning to bimonthly (6x year) publication is still being considered.

**c) Technology** – no report

**8. Old Business:**

**a) Report on Budget Hearing** – Jack has heard no update on the Library budget. The next Board of Finance meeting is on April 12.

**b) Job Descriptions** – Jack distributed drafts for three employee positions intended to cover the entire staff (all part time employees, other than the children’s librarian, were under one description) written by Susan and Theresa for the Board to review. Comments should be sent to Jack as well as Susan and Theresa.

**9. New Business:** In order to be better prepared generally, Theresa contacted Steve Mattson about getting security procedures in place at the Library. She is pursuing information from the town’s Department of Emergency Management.

**10. Executive Session** – The Board went into executive session from 6:05 – 6:30 pm to discuss issues relating to personnel.

**11. Next meeting** – May 30 at 4:30 pm

**12. Motion to Adjourn** – The meeting was adjourned at 6:31 pm.

**Respectfully submitted,  
Diana Fiske, Secretary**