

Lyme Public Library
Board of Directors Meeting Minutes
May 30, 2018

Present: Jack Sulger (Chairman), Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, Mary Stone, Judy Ulrich; Theresa Conley (Library Director); Jeanne Rutigliano (Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 4:32 pm. He welcomed Mary Stone to our group as the newly appointed Board Member to take over George Willauer’s vacancy through 2021.
2. **Secretary’s Report** – The minutes from the March 28, 2018 meeting were approved.
3. **Treasurer’s Report** – Theresa said that she will complete spending on books and supplies by the end of the Library’s fiscal year (June 30). Final salaries will be underspent for 2017/18 since Barbara was on medical leave for longer than anticipated last summer. Jack noted that final fiscal year spending will be available at the Board’s July meeting.
4. **Library Director’s Report** – Theresa related that at the Southeast Connecticut Library Directors’ Meeting on April 7, the general downward trend in book circulation almost everywhere in the state was discussed, although use of facilities (including our meeting rooms and programs) remains steady. The group discussed opportunities to increase readership among patrons. Related to this, The Community Foundation of Eastern CT will hold forums at member libraries beginning in the fall to help identify areas of need in the service area, and additional ways to serve their own communities. Theresa reported that continual culling of the adult book stacks will create room for new acquisitions. Diana inquired about the current Lyme library cards, which are made of paper, and not more durable plastic. Theresa noted the higher cost of plastic, but she will purchase those when it’s time to reorder.
5. **Friends of the Library** - In Mary Mazur’s absence, Theresa distributed Mary’s report detailing upcoming Friends’ programs. The Annual book sale will take place June 15 & 16, and the three summer concerts on the Town campus are cleared through the Selectmen, including approval to park in the School lot.
6. **Lyme Public Library Foundation** – Jeanne reported on the endowment (performing well in an “up” market) and the Foundation’s annual appeal letter that raised \$20,470 this year. Jack gave an update on the Fundraising Committee (comprised of himself - plus three Foundation Board members and two other Library Board members) and their ongoing regular meetings. The event will be the 7:30 pm performance of “A Chorus Line” at the Ivoryton Playhouse on Thursday, August 30, followed by an outdoor wine and dessert reception under a tent next to the theater. The Foundation can sell 120 seats to raise funds, beginning June 15. In addition, they plan to solicit additional contributions from past supporter and actively pursue multiple local business sponsors. Publicity will be 4-pronged effort, including Save the Date postcard to mailing list, word of mouth, follow-up email blasts, and a designated page on the Library’s web page. If this event is a success, it could easily be repeated in future years. Jack noted that the Foundation may consider doing another fundraiser in the spring.
7. **Committee Reports:**
 - a) **Buildings & Grounds** – Chuck will follow up with the Town crew to cut the grass around the Library building.

b) Newsletter – Holly and Theresa will condense repetition in the Friends’ program listings to make room for other articles, such as “What Lyme is reading”. At this point, budget constraints will not allow for 6 versus 4 editions per year.

c) Technology – Theresa reported that she followed the recent FBI directive to reboot the Library’s router (to combat possible Russian malware issues).

8. Old Business:

- a) Job Descriptions** – Jack and Susan received no comments. These will be reviewed periodically to evolve going forward. Jack will now discuss goals and objectives for each employee with Theresa, to be in place for the new fiscal year beginning July 1. These will be reviewed at the next Board meeting.
- b) Book Nook** – Diane asked where the Friends’ request for more space for ongoing book sales stood. Jack said that as a short-term solution, several chairs would be removed but not the work table. Electrical outlets are required for new location, but this will be reviewed again if the increased space shows an impact on Book Nook sales. The Friends will fund the new signage and additional small bookshelf for selling children’s books.
- c) Big Hearted Books** – Theresa noted that the company has filed for bankruptcy, so we may have to find an alternate means of disposing of unwanted books.

9. New Business:

- a) Ledge Lighthouse Health District** has apprised the Town of Lyme that they need to fully comply with sanitation guidelines and requirements for food preparation for public events. Jerry checked into this issue, and noted that there is no need for policy change in the Library’s case, since only snacks and beverages are served at our events.
- b) Library’s Strategic Plan** – Jack would like to re-evaluate this document from several years ago, now that we are established in the new building.

10. Next meeting – July 25 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 6:27 pm.

**Respectfully submitted,
Diana Fiske, Secretary**