

Lyme Public Library
Board of Directors Meeting Minutes
December 5, 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); Mary Mazur (Friends); Jacqueline Jaffe (LPLF)

1. **Call to order** – Jack Sulger called the meeting to order at 4:31 pm. He introduced and welcomed Jacqueline Jaffe, new President of the Lyme Public Library Foundation.
2. **Secretary's Report** – The minutes from the September 26, 2018 meeting were approved.
3. **Treasurer's Report** – Theresa reported income/expenses through 10/31, which do not show any Foundation moneys deposited to the Library account to date. It was noted that these two payments are usually made in November and March. Holly will look into why the newsletter spending is a little high at this point in the year, and Jack and Theresa will consider revising format of reports in response to Mary Stone's concern over confusion about funds budgeted vs. funds spent during the year.
4. **Library Director's Report** – Theresa reported cardholder numbers up a little this period, to 1,246. The Library switched internet providers to the Town's fiber optic line on November 22, which has resulted in networking problems with the a/v system in the program room. As there is no service contract with the new system, securing a technician may take some time and will be costly. In the meantime, programs and movies will be projected in alternate form in that room.
5. **Friends of the Library** – Four upcoming programs (through March) were presented by Mary Mazur. Two small bookcases have been added in the Book Nook for children's sale books, and the sign above the alcove is under production and will be installed shortly. The Friends announced their gift of 8 new lightweight, stackable folding tables for the Library (to match the ones in the Children's Room). The Board thanked the Friends for their generous gift.
6. **Lyme Public Library Foundation** – Jacqueline reported that the Foundation Board held their annual meeting on October 23. The finance committee is now managing the portfolio, with a more long-term view to investing funds. There were also revisions to the by-laws to reflect term limits for members/officers, and a change in the way finances are reported (rolling quarters vs. year over year).
7. **Committee Reports:**
 - a) **Buildings & Grounds** – No report
 - b) **Newsletter** – Holly and Theresa have initiated a deadline schedule for groups that contribute articles, so issues will be published and mailed prior to the quarter more regularly.
 - c) **Technology** – The next Digital Resources Day is scheduled for January 12, 2019. Six patrons participated in the first one on October 20.
8. **Old Business:**
 - a) **Staff goals** – Theresa has not yet completed these, but expects to have them in place for the next fiscal year. It was agreed that they will be presented in outline form at the next board meeting.

9. New Business:

- a) Update of Board duties and responsibilities** – Jack has reviewed and consolidated all current Library policies and procedures into one document. He will review the format revisions with Theresa before distributing to the board for their review. These will be voted on and adapted at the next board meeting.
- b) Strategic Planning** - Jack reminded the board that this is a dynamic process. He recently discovered a comprehensive LPL Strategic Plan from 2011 that was forwarded to the board for review prior to the meeting for discussion. Diana and Diane attended the Association of CT Library Boards annual leadership conference on November 2, and provided the board with a summary of an excellent presentation there on this topic, including a road map for initiating or updating a library-specific strategic plan. It was agreed, after discussion, that the board should revise the 2011 document already in hand, versus developing a new one from scratch. The following motion was proposed by Jack, seconded by Jerry Ehlen, and carried unanimously:

- *To establish a strategic planning committee, to work outside the Board meeting schedule, to steer the updating of the 2011 Lyme Public Library Strategic Plan.*

A Planning Subcommittee was subsequently formed of members Jack, Theresa, Diana, Diane and Mary S. They will develop their own calendar of meetings and will update the Library board as their work progresses, with the goal of completion by late April. As a first step in the process, Mary Stone offered to convert the 2011 Plan document to Word format and eliminate content no longer relevant.

- c) Meeting Dates 2019** – It was agreed that the following dates will be adopted for Library board meetings in 2019: January 30, March 27, May 29, July 31, September 25, and December 4. The board will continue to hold all meetings at 4:30 pm. The 2019 schedule will be sent to Town Clerk, Linda Winzer, in compliance with State Statutes.
- d) Fiscal Budget 2019/20** – Preliminary budget figures are due to First Selectman, Steve Mattson, by January 15. Jack and Theresa will develop these.

10. Next meeting – January 30, 2019 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:54 pm.

**Respectfully submitted,
Diana Fiske, Secretary**