

Lyme Public Library

Board of Directors Meeting Minutes

September 25, 2019

Present: Jack Sulger (Chairman), Susan Cole, Holly Rubino, Mary Stone, Judy Ulrich; Theresa Conley (Library Director); Mary Mazur (Friends); Dot Mosser (Friends)

1. Call to order – Jack Sulger called the meeting to order at 4:32 pm.
2. Secretary's Report – The minutes from the July 31, 2019 meeting were approved.
3. Treasurer's Report – Theresa reported that 82% of Licenses/Databases have been spent already, as they come due in July. Since it is still fairly early in the fiscal year, it is otherwise too early to comment on any other variances.
4. Library Director's Report – Theresa mentioned that she and Mary Mazur are working on programs, such as a cookbook club and AARP program, to supplement what the Friends have scheduled. Theresa reported that there have been improvements to the audio-visual system as well as the air conditioning system. Steve Mattson will get an A/V expert to meet with the IT person.
5. Friends of the Library – Mary Mazur passed around a schedule of programs that the Friends are sponsoring from now through June as well as a program evaluation form. The Friends' next board meeting is October 16 at 10:00 am.
6. Lyme Public Library Foundation – In Jacqueline's absence, Jack reported that the Foundation's fundraiser at the Ivoryton Playhouse on August 29 did as well as last year, and that the endowment is holding steady at around \$1.2 million.
7. Committee Reports:
 - a) Buildings & Grounds – A/V system and AC issues already reported by Theresa.
 - b) Newsletter – Holly and Theresa reported that the Oct/Nov/Dec newsletter has gone to the printer. Holly also reported that she submitted information about the Friends to *Lyme-Old Lyme Neighbors*, a free publication distributed to area households, for their November issue.
 - c) Technology – Theresa reported that the overdues account (Verso) was possibly compromised by a bitcoin email scam. Theresa consulted the town's IT consultant who believed that the email addresses were being spoofed and the no one had actually taken control of the account. The email security settings were increased. She also advised Steve Mattson who believed that there was also no real cause for concern.

8. Old Business:

a) Update of Board duties and responsibilities – This item was pended until after the strategic planning report is issued.

b) Strategic Planning – The goals for the strategic plan are well underway. Jack says that the board is on schedule on the strategic plan.

9. Holiday Party – December 4, 2019 – LynnAnn will be coordinating with Coffee's for the catering. Mary Mazur volunteered to help set up.

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

11. Motion to Adjourn – The meeting was adjourned at 5:02 pm.

Respectfully submitted,

Holly Rubino (subbing for Diana Fiske, secretary)