

Lyme Public Library

Board of Directors Meeting Minutes

April 29, 2020

Present via Zoom virtual meeting: Jack Sulger (Chairman), Judy Ulrich (Vice Chair), Holly Rubino (Secretary), Mary Stone, Mike James, Jerry Ehlen, Diana Fiske, Emily Hildner; Theresa Conley (Library Director); Mary Mazur (Friends)

1. Call to order – Jack Sulger called the meeting to order at 4:35 pm. New Library Board member Emily Hildner was introduced to the board.

2. Secretary's Report – The minutes from the February 26, 2020 meeting were approved.

3. Items of note since last meeting

a. Library Shutdown due to COVID-19 and related impacts – Theresa reported that since the library has been closed, staff members are working at home monitoring patron emails, working on children's programming, attending webinars and professional development, and providing ideas for the daily updates. Jack indicated that shutting down the library since March has made for an abnormal year for reporting purposes. Hence, the board should consider how comparisons to prior periods in the next fiscal year should be handled. Diana suggested that the previous year should be used.

4. Friends of the Library – Mary Mazur said that the annual book sale scheduled for June has been cancelled. The program committee will reschedule Endre Sakarny (Holocaust survivor) for some time in the fall. The annual meeting is on hold, but the free concert with Plywood Cowboy will be held August 20 (rain date: August 23). The Friends have updated and rewritten their bylaws and will create a slate of nominees for the positions of president, vice president, and treasurer.

5. Lyme Public Library Foundation – In Jacqueline's absence, Jack announced that the Ivoryton Theater fundraising event planned for August has been cancelled. The endowment is currently down about 11%, but Jack says the portfolio is well-diversified, and the \$44,000 annual contribution to the library has been set aside for the next fiscal year.

6. Strategic Plan Committee Progress Reports:

I. Community Center – no update

II. Programs and Services – Diana informed the board that the committee met on 4/17 and has eight active members who are generating program ideas, some of which will be held virtually.

III. Technology – no update

IV. Relationships with Library-related Organizations – Jack provided an update that the Friends and Foundation have been asked to compose brief summaries of their respective purposes as they relate to the library, with the ultimate goal to create a visual diagram of what each organization does.

7. New Business: None

8. Executive Session – The Board was in Executive Session from 5:26 to 5:43.

9. Next meeting – May 27, 2020 at 4:30 pm

10. Motion to Adjourn – The meeting was adjourned at 5:43 pm.

Respectfully submitted,

Holly Rubino, Secretary