

Lyme Public Library

Board of Directors Meeting Minutes

July 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, Diane Brown; Theresa Conley (Library Director, Deb Giaconia (Friends), Jo-Ann Shettles (Friends); Mary Mazur (Friends)

1. Call to order – Jack Sulger called the meeting to order at 4:31 pm.

2. Secretary's Report – The minutes from the June 24, 2020 are to be approved at the next meeting.

3. Financial Report – Theresa Conley reported that the budget is under by \$2,000 overall due to the closure brought on by COVID, but that the salary expenditure is over budget by \$2,600 due to an extra pay period in June. Jack Sulger reiterated that the report makes sense in light of normal operations being curtailed. Diana Fiske suggested adding a notation on the report of the date the library closed (March 13) and then re-opened three days per week (May 26) for future reference. There has also been some cost savings on computer ink and coffee K-cups.

4. Library Director's Report – Theresa Conley mentioned that there have been Zoom programs and that she has attended Zoom meetings with other library directors. The year-end report reflects that total circulation was up due to more digital resources being taken out. The new staff member started on July 1 and is currently working 10.5 hours per week.

5. Friends of the Library – Deb Giaconia announced that the Friends will continue meeting on the third Thursday of each month at 10 a.m. with the occasional evening meeting. The book nook has been refreshed. On August 18, the Friends will sponsor a Zoom program about frogs; on Sept. 12 at 2pm, Jim Benn will give a Zoom presentation about his new book; Endre Sakarny (Holocaust survivor) will give a Zoom presentation on Sept. 22 at 7pm, and there will be a presentation about the ratification of the 19th amendment on Sept. 26.

6. Lyme Public Library Foundation – Jack Sulger said that the Foundation met to discuss making individual donations of \$50 to the Ivoryton Playhouse. The Playhouse's discounting of tickets and the adjacent tent for show post-event have contributed greatly to the success of the Foundation's fundraisers.

7. Committee Reports:

a. Building & Grounds – Jerry Ehlen has fixed the drinking fountain filter, bookcase in the basement, and made repairs on various doors. Theresa said there is an issue with the control panel for the A/C.

b. Newsletter – Holly Rubino indicated that the deadline for content to Theresa for the Oct/Nov/Dec newsletter is Sept. 8.

c. Technology – Theresa Conley has had some difficulties updating the website, which she’s trying to work through.

8. Old Business

a. Strategic Planning – Committee Reports

There’s been progress on developing a diagram illustrating the various roles of the Foundation and Friends as they relate to the library. The program committee continues to be active. Coordination with District #18 has been hampered by COVID.

9. New Business - none

10. Next meeting – August 26, 2020 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:29 pm.

Respectfully submitted,

Holly Rubino, Secretary