

Lyme Public Library

Board of Directors Meeting Minutes

January 27, 2021

Present via Zoom virtual meeting: Jack Sulger (Chairman), Judy Ulrich (Vice Chair), Holly Rubino (Secretary), Mary Stone, Mike James, Diana Fiske, Emily Hildner; Theresa Conley (Library Director); Deb Giaconia (Friends), Jo-Ann Shettles (Friends)

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

2. Approval of prior meeting minutes – The minutes from the December 2, 2020 meeting were approved.

3. Financial Report – Theresa reported that 46% of the income has been received, and 46% of the budget has been expended. The Foundation has transferred half of the \$44,000 pledge, and the Town has transferred all of annual trust fund monies. She noted that due to the pandemic, book shipments are taking longer than usual. The budget for licenses and databases, she explained, is expended early in the year because that is when the contracts and bills come in.

4. Library Director's Report – Theresa reported that circulation has plateaued, and the library continues on the town-mandated by-appointment-only schedule. She noted that the Zoom programs are going well and are critical for maintaining the connection between the library and community. She is now chairing the program committee, with Deb Giaconia and Holly Rubino providing assistance with programming and publicity. Theresa thanked Mary Mazur and Diana Fiske for their service on the committee. Board members are welcome to submit program ideas to the committee.

5. Friends of the Library – Deb reported that there is \$4,000 in the program budget, \$1,645 of which has been expended to date. Deb, Barbara Carlson, and Jo-Ann met with Maggie at the Lyme School. Maggie has requested programs that promote “fun and interaction” with the students. This will likely lead to an activity with a book in February or March; Maggie is talking with teachers about book selections and then the committee will coordinate an activity. Deb recommends that at some point in the future a pre-K to 12 committee should be formed with representatives from the LOL schools, Phoebe Griffin Noyes and Lyme libraries, and parent community.

6. Lyme Public Library Foundation – Jack reported that there are no plans for fundraising at this time.

7. Committee Reports:

a. Building & Grounds – The heating system in the program room has been fixed. There are new batteries in the patron counters.

b. Newsletter – The deadline for all content for the April/May/June issue of the newsletter is March 10.

c. Technology – The children's public access computers (2) were replaced last month.

8. Old Business

a. Strategic Planning - There were no updates.

9. New Business

a. Director's Handbook – Theresa commented the handbook should include that board members make and approve policies as recommended by the library director and periodically review those policies. Judy noted that the Policy Manual needs updating. Diana felt the bylaws and handbook should be in tandem, to which Judy reminded the board that volunteers have been requested to review and revise the bylaws. Mary agreed that the revised bylaws should be included in the handbook, along with staff job descriptions. Judy asked the board to review the handbook and send comments to her.

10. Executive Session – The Board was in Executive Session from 5:04 to 5:38 for budget/personnel reasons. The motion to accept the budget as presented was approved.

8. Next meeting – February 24, 2021 at 4:30 pm.

9. Motion to Adjourn – The meeting was adjourned at 5:39 pm.

Respectfully submitted,

Holly Rubino, Secretary