

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Meeting**  
**October 10, 2017**

**Present:** Robert Geckle, Amy Dent, William McCarthy, Donna Rahtelli, Laura Goldstein, Raymond Irrera,, Colleen Honan, Anne Rothstein, Christene Freedman, Beth Hamilton, Walter Motyka, Beryl Harrison

**Absent:** Mark Principi, Steven Meeker, Matthew Mihalcek, Tom D'Agostino

**Guests:** Margaret Ginglaski, Denise Kaiser, Toni Earnshaw, James Maher

Meeting called to order at 7:04PM by Robert Geckle

**Consideration of Minutes:** Amy Dent motioned to accept the September 2017 minutes. Colleen Honan seconded the motion. All approved. Motion passed.

**Public Participation:** None

**President's Announcements:** The upcoming Trustee Leadership Conference is quite worthwhile to attend. Please let Beryl or Robert know of your interest. The submitted C.I.P. passed the Board of Selectman and now is at the Board of Finance waiting for approval.

**Treasurer's Report:** William McCarthy reviewed the presented report. There will be a meeting with Don Studley and representatives prior to November 15<sup>th</sup>. The board will have a chance to review a draft of the budget before it is submitted to the town. The audit is complete and a meeting will be scheduled with the investment managers on the two trusts. This should be completed in November and a report will be released.

**Report of the Library Director:** Beryl Harrison reported that the grand opening of the Maker Space is scheduled for November 18<sup>th</sup> from 10AM to 4PM. There will be young adults presenting demonstrations for the public. Invitations will be sent out to those who donated to the project. Genealogy has been moved from the 2<sup>nd</sup> to 3<sup>rd</sup> level. New water fountains are now located on the second and third floors.

**Committee Reports:**

**Governance** – All staff's input regarding the employee handbook has been reviewed by the committee. The committee is presently waiting for some guidance from the town regarding a few issues. It is anticipated that the revisions will be presented at the next meeting. Interviews are being conducted for the one open Board of Selectman trustee position.

**Development** – It was decided by the committee to reach out to local technology companies to underwrite the Maker Space event. The Turkey Trot continues to get more sponsors and participants.

**Long Range Planning –** The committee is working with Robert Orr to close out 2015-16 account. A full report will be presented at the next meeting. 2017-18 C.I.P. has still not been released so all is on hold. We may apply for some grants and progress with minor projects that don't require any funding.

**Building and Grounds Committee –** There have been two meetings with Beryl about maintenance issues. A daily, weekly and monthly schedule for custodial staff will be instituted regarding maintenance. A matrix of all contractors is in progress at this point. A meeting is scheduled with McKinney and Tran to switch from cooling to heating. There is a \$20,000 estimate to fix issues and this money is currently in reserves.

**Art and History –** The committee reviewed the collector's policy with questions answered by Andy. A federal grant can be applied for which funds up to \$12,000 to preserve textiles. Raymond Irrera made a motion to pursue a federal grant to preserve textiles. Walter Motyka seconded the motion. All in favor and motion passed.

**Friends of the Library Liaison –** Anne Rothstein reported on the September 28<sup>th</sup> meeting of the Friends. There is concern about any proposal moving the Little Book Store. Donations of items are being accepted on October 29th. This is currently advertised in the Bee.

Old Business: None

New Business: The search committee for a new director will possibly pursue a search firm or a consultant to help with the process. There is much competition among surrounding libraries for the same position. The committee recommends we broaden our search. Raymond Irrera made a motion to empower the executive committee to approve the selection of a search committee to hire a consultant. Colleen Honan seconded the motion. All in favor and motion passed.

A motion was made to adjourn the meeting by Christene Freedman. Laura Goldstein seconded the motion. The motion was passed unanimously.

Meeting adjourned at 8:17PM

Respectfully submitted,  
Donna Rahtelli  
Secretary  
C.H. Booth Library Board of Trustees

October 8, 2017

The Friends are very grateful to occupy our location in the library and for sufficient space to operate. Out of that space and with a team of dedicated volunteers, we organize one of the largest and most successful book sales in New England, we operate Newtown's only book store (The Little Book Store) and we sell books on-line to maximize profits. All benefits accrue to our shared love, the C. H. Booth Library.

In the past 10 years we have given the library over \$1,140,000 and tens of thousands of dollars worth of materials. In one 18-month period the Friends gave the children's department alone approximately \$50,000 worth of free items. We have concerns about our ability to continue this level of support moving forward. Why? The Space Planning Committee has presented or explored various proposals that could directly and adversely affect the Friends ability to generate revenue. For example, reducing our overall space or moving the Little Book Store to a low traffic location in the front of the library could have a significant impact. We understand that these proposals are just ideas at this stage but as per our bylaws we wanted to let the board of trustees know of concerns that could directly impact library funding.

We respectfully ask the Board of Trustees to work with us transparently and in full partnership to ensure that before plans are finalized, the Friends are made aware of the proposed changes, have an opportunity to evaluate the impact of those changes on our operations and be given time to report back to the board. We embrace positive change at the library and are open to all ideas that do not negatively impact the library. Thank you for your consideration and we look forward to our continued partnership.

Friends of the C.H. Booth Library