

The Cyrenius H. Booth Library Minutes
Board of Trustees Meeting
November 14, 2017

Present: Robert Geckle, Amy Dent, William McCarthy, Raymond Irrera, Colleen Honan, Anne Rothstein, Mark Principi, Thomas D'Agostino, Matthew Mihalcek, Christene Freedman, Steven Meeker, Beth Hamilton, Walter Motyka, Beryl Harrison

Absent: Laura Goldstein, Donna Rahtelli

Guests: Denise Kaiser, Jane Gatenby, Nora Reilly

Meeting called to order at 7:05PM by Robert Geckle

Consideration of Minutes: Christene Freedman motioned to accept the October, 2017 minutes. Walter Motyka seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Christene Freedman motioned to approve Beryl Harrison as interim director and approve an additional stipend of \$250 per week and an additional spend of up to \$400 per week to backfill in the reference department both effective July 10, 2017. Matthew Mihalcek seconded. All approved. Motion passed. Amy Dent motioned to approve Andy Forysth as interim assistant director as of November 1, 2017 with a stipend of \$190. Christene Freedman seconded. All approved. Motion passed. The scheduled events at the library this weekend include Robert Orr, space planner to meet with the group. There will be a wine and cheese reception to open Maker Space. On Saturday, a general open house will be from 10-2PM. Beth Hamilton attended the CT State Library Meeting. Keynote mentioned the following data concerns relative to collecting data and balancing data collection with privacy. The second presentation revolved around library trustees and friends working together. There was also talk about disruptive teens.

Treasurer's Report: William McCarthy reviewed the presented report with regards to income and expenses. The income is running slightly ahead of last year and expenses are slightly less than last year. One reason for the difference in expenses is we now have an interim library director and an interim assistant library director. Other expenses are over the budget allocation, but will balance out over the year. He drew attention to the disparity in the maintenance line. William McCarthy motioned that the board request from the Friends the next installment. Matthew Mihalcek seconded. All approved. Motion passed. The finance committee met with Don Studley on Friday, November 10th and perused the Form 990 to be filed. Representatives from the two main trusts phoned reports into the meeting. William McCarthy then presented the actual vs. budget results for the year ended June 30, 2017. He noted that there were quite a bit of maintenance costs and it will be readily apparent to the town that this is the case once the report is filed. Excess of expenses over revenue is \$1,832. All but \$600 of the Friends contribution has been spent. He then presented return percents on the Knotts Trust 13% and JP Morgan 12.8%. The budget for the 2018-19 fiscal year is due before our December meeting and an extension was granted by Bob Tati for a submission

date of December 15th. The CIP was submitted to the Board of Selectman and the library submission was forwarded to the Board of Finance.

Report of the Library Director: Beryl Harrison reported that the invitations for the grand opening of the Maker Space have been sent out and the board was invited again to the Friday evening and Saturday events. She reported that the library now has heat. Under Kate's report on the Title II standards, the question was asked if we are in compliance with those who are hard of hearing and need assistive devices. The water fountains are under Title III. Robert Geckle commented that he was impressed that the outreach program had 17 story times with over 1,391 children.

Committee Reports:

Governance – Colleen Honan indicated that 3 people were interviewed for the board. Colleen Honan motioned to put forth the name of John Reed to the Board of Selectman to appoint him to the Board of Trustees. Amy Dent seconded the motion. All approved. Motion passed. Amy Dent reported that the policy handbook is still in the works. The committee was told that workman's compensation fell under the town. Bob Tait disagreed. Several other wrinkles were located which are now being investigated.

Development – 55 bricks have been sold and a photo op with the Bee is being considered. The Turkey Trot is next week, runners and walkers are totaling 1,000 at this point. The amount of sponsor donations collected will exceed last year. There are daily reminders sent out to previous runners. A list was circulated for Turkey Trot help. The Annual Appeal is currently being printed by Southbury Printing. The plan is to send out right after Thanksgiving.

Long Range Planning – No Report

Building and Grounds Committee – The changeover from summer to winter has taken place and the heat is now on! All equipment is in good shape with dampers opening and closing as expected.

Art and History – A webinar is scheduled for February 23, 2018

Friends of the Library Liaison – The donation day was October 29th. The Book Sale is scheduled for June 26 to July 11, 2018.

Old Business: There is a meeting scheduled with the consultant on Monday regarding the search. Raymond Irrera motioned that the board approve hiring Christina Nolan as the search consultant at a cost of \$9,000 plus expenses. Amy Dent seconded the motion. All approved. Motion passed.

New Business: Colleen Honan explained that there is a plan for a fundraiser scheduled for Saturday, April 28, 2018 at the Rock Ridge Country Club. The committee is looking for ideas for a theme. They will meet the first week of December.

A motion was made to adjourn the meeting by Christene Freedman. Raymond Irrera seconded the motion. Motion passed.

Meeting adjourned at 8:22PM

Respectfully submitted,
Donna Rahtelli as recorded by Anne Rothstein
Secretary
C.H. Booth Library Board of Trustees