

The Cyrenius H. Booth Library Minutes
Board of Trustees Meeting
December 13, 2016

Present: Robert Geckle, Michelle Rosenthal, Donna Rahtelli, Laura Goldstein, Raymond Irrera, Julie Starkweather, Mark Principi, Colleen Honan, Matt Mihalcek, Tom D'Agostino, Brenda McKinley, Anne Rothstein, Amy Dent

Absent: William McCarthy, Christene Freedman, Walter Motyka

Meeting called to order at 7:10PM by Robert Geckle

Consideration of Minutes: Julie Starkweather motioned to accept the November 2016 minutes. Mark Principi seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Bob Geckle announced that Walter is presently at Bethel Health Care and we will be sending a card to him. Beryl Harrison has assumed the position of Interim Director. The Executive Committee adjusted her salary to reflect the new position. Additional staff are picking up Beryl's past position and salaries are adjusted to reflect these changes as well. Julie Starkweather made a motion to adjust Beryl's salary to Brenda's during the interim period and \$670 for staff coverage to back Beryl's position. Anne Rothstein seconded the motion. All in favor and motion is passed.

Treasurer's Report: The report was presented by Matthew Mihalcek in William McCarthy's absence. A draft of the proposed budget for 2017-2018 is presented and reviewed. An overview of the budget was discussed. A cover letter is being drafted to the Selectman for the submission of the budget for the fiscal year ending June 18, 2018. A power point presentation will be presented of the 2017 -2018 budget to the Selectman. Robert Geckle motioned to approve budget as presented to be submitted to the Board of Selectman on December 14, 2016. Matthew Mihalcek seconded the motion. All in favor, motion passed.

Report of the Library Director: Meg, Darlene and Brenda are meeting for a smooth transition. The Excite Innovation training is continuing and department heads are present at all the meetings. The Brown Bag Business hours are continuing and evening series will be beginning shortly.

Committee Reports:

Governance – Laura Goldstein reported the committee is in the process of revising the employee handbook. In the upcoming months, they will go section by section and present whole revision when completed. Currently there are 15 applicants for the director job which has been narrowed down to 9 at this point.

Development – Matt Mihalcek thanked everyone for their help with the Turkey Trot. There were 1418 registered runners which is an increase of 150 over last year. The circulation desk will be selling additional shirts..

Long Range Planning – A meeting with Alex Isley took place to start the marketing/branding effort and Amy Dent reported different logos were presented and critiqued. Robert Orr from New Haven was selected as the space planning consultant. At the conclusion of 12 weeks, 3 options will be presented. The drawings for the Maker Space are completed and ready for the permitting process. There is a one year time frame in which to complete.

Building and Grounds Committee – 24.000 has been allocated the space planning project.

Art and History – No report

Friends of the Library Liaison – The boutique was quite a success with a \$5,000 profit.

Old Business: None

New Business: None

A motion was made to adjourn the meeting by Julie Starkweather. Amy Dent seconded the motion. The motion was passed unanimously.

Meeting adjourned at 8:05PM

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