

**The Cyrenius H. Booth Library Minutes**  
**July Board of Trustee Meeting - Program Room**  
**Tuesday, July 10, 2018**

**Present:** Greg Branecky, Amy Dent, Thomas D'Agostino, Christene Freedman, Raymond Irrera, Robert Geckle, Laura Goldstein, Beth Hamilton, Colleen Honan, Doug Lord, William McCarthy, Matthew Mihalcik, Walter Motyka, Mark Principi, Donna Rahtelli, John Reed, Anne Rothstein

**Absent:** All Present

**Guests:** Beryl Harrison, Andy Forsyth, Olivia Scully, Jennifer Reilly, Kay Brix, Janice Bernaod, Toni Earnshaw

Meeting was called to order at 7:45 P.M. by Robert Geckle

**Consideration of Minutes:** *Donna Rahtelli made a motion to accept the June minutes. Ann Rothstein seconded the motion. All approved. Motion passed.*

**Public Participation:** Jennifer Reilly, former Library Board Trustee, spoke briefly about her high regard for both the C.H. Booth Library and the fundraising efforts of the Friends of the Library. Jennifer congratulated the Friends on the success of the recent book fair and encouraged both the Friends and the Library Trustees to continue a mutually supportive relationship which ultimately benefits the library as a town resource.

**President's Announcements:** Bob thanked Andy Forsyth, Reference Services Director, for her ten years of service to the library and expressed the Board's best wishes for her future endeavors. Andy's last day will be July 18th. Bob also introduced Olivia Scully as the newly hired Information Technology Librarian. Two thank you notes were circulated from staff regarding the Staff Appreciation Dinner and an individual service anniversary gift. Bob expressed his thanks to the Board for their dedication and commitment during his tenure as Board Chairman.

**Treasurer's Report:** Bill provided a draft report as some expenses are still being accrued. Both fundraising and investment incomes are better than last year. Maintenance expenses were greater than anticipated in the budget. Overall there is a positive variance for the year.

**Library Director's Report:** The circulation department added 'Movie Marathon' boxes to the collection. These boxes hold four DVDs based on a theme. The children's summer reading program has been very popular this year. As of the end of June, 155 readers were registered for the program and have already read 757 books. There is also an adult summer reading program. Over the summer, the library benefits from the volunteer efforts of young adults who assist with various projects around the library. On

June 21st, the library hosted an Ice Cream Social for seniors. Suggestions were gathered for additional activities and services for local seniors.

The library extends its thanks to both the Newtown chapter of the Lions Club International and the Women's Club of Newtown for their recent gifts to the library.

Doug provided each Board member a copy of the Association of CT Library Boards Newsletter for the summer of 2018. He pointed out that the annual Trustee Leadership Conference is scheduled for November 2, 2108 in Hartford.

### **Committee Reports:**

**Governance** - no report

**Development** - Matt informed the Board that efforts are already underway for the November Turkey Trot. Registration is open, sponsors are being sought, and tickets are being sold. November 1 is the tentative drop date for the annual fund letters. Doug and staff are looking into a Donor Management System to assist with development efforts.

**Long Range Planning** - Bob mentioned that soon it will be time to review the Long Range Plan and refresh the document.

**Building and Grounds** - Tom announced that the town will be providing an expert to conduct an energy audit for the facility. The planning committee for the building is prioritizing issues of safety, security, and maintenance. The space plan is not yet in its final form.

**Art and History** - Ray noted that the committee had not met although he had discussed with Doug how to best address items in the attic that are in disrepair. Ray and Doug clarified that the items in question are not part of the archival collection or of any historical significance. There was a discussion as to whether the recently revised Archival Collection Management and the Donation Policies sufficiently address this issue. The Art and History Committee will review the policies. Doug noted that all library policies are available for review on the library website.

**Friends of the Library Liaison** - Anne attended the June meeting of the Friends and noted that there are concerns among the Friends regarding the impact of building renovations on the spaces used to prepare for the annual book fair. She suggested that the two Boards meet more regularly to improve communication. Tom clarified that the focus of building work right now is not on internal space use but on mechanical issues as well as maintenance, safety, and security.

**Old Business:** None

**New Business:** *Colleen Honan moved to suspend the August meeting. Laura Goldstein seconded the motion. All in favor and motion passed.*

*A motion was made to adjourn the meeting by John Reed and seconded by Colleen Honan. All in favor and motion passed.*

Meeting adjourned at 9:00 P.M.

Respectfully submitted,

Beth Hamilton  
Secretary-Elect  
C.H. Booth Library Board of Trustees



