

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustee Meeting - The Gathering Room**  
**Tuesday, October 9, 2018**

**Present:** Greg Branecky, Amy Dent, Christene Freedman, Laura Goldstein, Beth Hamilton, Colleen Honan, Tom Long, Doug Lord, Matthew Mihalcik, Walter Motyka, John Reed, Mark Principi

**Absent:** Raymond Irrera, Thomas D'Agostino, William McCarthy, Anne Rothstein, Donna Rahtelli

**Guests:** Denise Kaiser

The meeting was called to order at 7:02 by Amy Dent.

**Consideration of Minutes:**

*Greg made a motion to accept the September 11, 2018 minutes. Walt seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** Amy circulated a document which consolidated the Board meeting dates, the committee meeting dates, development target dates, and key fiscal deadlines for the 2018-19 year. Turkey Trot dates were amended, and the Book Fair dates added. Board members were asked to email Amy with any additional modifications or additions.

There was a discussion about the proposed changes to the CIP funding allocated to the library for the next two years. Doug and a group of Board members represented the Board at the First Selectman meeting last week. Amy submitted a written statement outlining the significant maintenance needs of the library facility and the importance of the CIP funding.

**Treasurer's Report:** Matt circulated the Treasurer's Report and discussed the YTD and budget figures for the month of September. There were no issues of significant note.

**Library Director's Report:** A comprehensive report was circulated to the Board in advance of the meeting with news provided by each Department Head. Doug informed the Board that a new Reference Department Head has been hired and will begin working on November 5, 2018. Doug thanked the Friends for funding a guest presenter for the October staff meeting. The Children's Department has been particularly active and new outreach efforts have been well received by the local preschools.

**Committee Reports:**

**Governance** - Laura reported that the committee considered a fundraising policy proposed by Doug but agreed that the Development Committee should review the policy first. The revised policy will then return to the Governance Committee for review.

**Development** - Matt shared the good news that Tom Long has agreed to step into the role of Race Director for the Annual Turkey Trot, beginning in 2019. This fall, Tom will shadow the current Race Director. At present, registration for runners is slightly behind last year. Sponsorships are coming in steadily. Board members are asked to plan on volunteering at some point, the greatest need is the day of the event - Thanksgiving morning. Colleen will send out requests to sign-up for the various tasks.

Board members are also encouraged to support the Turkey Trot financially. Checks can be left with Meg at the library or brought to the November Board meeting.

Christene noted that the Annual Appeal is on track for a November 1 mailing.

Colleen announced that there will be a spring 2019 fundraiser, details to be determined. The planning committee is exploring venues for the event.

**Finance** - No report

**Long Range Planning and Building and Grounds** - Amy reported that planning for the work on the one-way drive continues. Concerns were expressed that a meeting has not yet been scheduled with the neighbors living in the adjacent property. A representative group of the Board will meet with the neighbors.

**Art and Historical** - No report

**Friends of the Library Liaison** - Denise reiterated the desire of the Friends Executive Board to meet more regularly with the Executive Board of the Trustees in order to continue collaborative and collegial communications.

Fall Donation Day is scheduled for Sunday, October 21st. Volunteers will be available to unload donations from cars in the back parking lot.

The Annual Holiday Sale will be held Saturday, December 1 and Sunday, December 2. Donations for the sale are gratefully accepted.

John asked about the possibility of bringing in a book appraiser. Denise will speak to the book appraiser used by the Friends.

**Old Business:** None

**New Business:** At the September meeting, the Board reviewed the proposed meeting dates for the 2019 calendar year and voted to accept them. The date of January, 14th 2020 was proposed for the first meeting of the 2020 calendar year.

*John made a motion to amend the proposed roster of 2019 Board meeting dates to include January 14, 2020. Christene seconded the motion. All approved. Motion passed.*

A motion was made to adjourn the meeting by Tom and seconded by Matt. All in favor and motion passed.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

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

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE C. H. BOOTH LIBRARY BOARD OF TRUSTEES  
AT THE NEXT MEETING.**