

The Cyrenius H. Booth Library Minutes
Board of Trustee Meeting - The Gathering Room
Tuesday, September 11, 2018

Present: Greg Branecky, Amy Dent, Thomas D'Agostino, Laura Goldstein, Beth Hamilton, Colleen Honan, Tom Long, Doug Lord, William McCarthy, Matthew Mihalcik, Walter Motyka,, John Reed, Anne Rothstein

Absent: Christene Freedman, Raymond Irrera, Donna Rahtelli, Mark Principi

Guests: Toni Earrshaw, Denise Kaiser

Meeting was called to order at 7:08 by Amy Dent.

Consideration of Minutes:

Colleen Honan made a motion to amend the Annual Meeting minutes to reflect that the motion to adjourn the Annual Meeting was made by John Reed, not Bob Geckle. The motion was seconded by John Reed. All approved. Motion passed.

Collen made a motion to accept the July 10, 2018 Annual Meeting minutes as amended. John seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Amy announced that Doug has joined the Bibliomation Board of Directors, with the support of the Library Board. She also announced that the Executive Committee of the Board met with some members of the Executive Committee of the Friends, and Anne would report on that meeting. Amy is creating a calendar of key dates for Board members and will have that completed shortly.

Treasurer's Report: Bill reported on the figures for the first two months of this year in comparison to last year. Both income and expense are fairly comparable. The first installment of the funds from the Friends has been spent primarily on books and programs.

Library Director's Report: Doug provided a comprehensive report on the library activities during the months of July and August. A diverse selection of summer programs for both children and adults were well attended. Library staff participated in numerous webinars, attended professional meetings, and participated in professional development provided in-house. Doug announced that patrons can now pay their library fines electronically. There is a small service charge, which the library absorbs, for this service. Doug provided a table of total attendance and program numbers for the month of August organized by Library Long-Range Planning goals. Greg asked if this information might be provided quarterly in order to note trends and patterns. Doug will gather this data and provide it moving forward. There was a question about the Holds

and Receives tracking. Doug clarified that this is information about books shared between libraries. We send out slightly more books that we receive from other libraries.

Committee Reports:

Governance - Laura reported that the committee created a Library Furniture and Equipment Disposal Policy. Board members reviewed the policy.

Matt Mihalcik made a motion to accept the C.H. Booth Library Furniture and Equipment Disposal Policy as written and presented by the Governance Committee. Anne Rothstein seconded the motion. All approved. Motion passed.

Colleen introduced and welcomed new Board member, Tom Long.

Development - Matt spoke about plans for the Turkey Trot. A new Race Director will be needed for 2019. Matt will write a job description and circulate it to Board members. Amy also suggested writing a letter to the editor for the Newtown Bee to publicize the need for a volunteer Race Director. There was some talk about the possibility of a stipend for this position. Ideally, the new Race Director will be able to shadow the current director at this November 2018 Turkey Trot.

The artwork for the Annual Appeal is due by October 1st, and the Appeal should be in the mail on November 1st.

Colleen announced that there will be a spring 2019 fundraiser but no details have been decided. There is a steering committee already in place for the event.

Matt announced that a new program is being used to manage donor data. This will greatly facilitate fundraising efforts.

Long Range Planning and Building and Grounds - Tom D. announced that the excavation and paving of the new one-way driveway is out to bid. This is a safety and security issue which will, hopefully, be completed before the end of the year. There was some discussion about the impact of this work on the neighbors living on the adjacent property. Plans for interior work are still evolving. .

Art and History - No report

Friends of the Library Liaison - The Executive Board met recently with the Friends to discuss the proposed changes to the facility as outlined in the Facility Plan. This was a successful meeting and the input from the Friends will be reported to the Building and Grounds Committee to incorporate into their planning. Tentative dates for the 2019 Book Sale are July 13 - 17. The 2018 book sale raised \$122,981, an announcement met with applause from the Board members.

Old Business: None

New Business: The Board reviewed proposed meeting dates for 2019.

Greg Branecky made a motion to accept the proposed Board meeting dates for 2019. Walt Motyka seconded the motion. All approved. Motion passed.

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

Meeting adjourned at 8:30 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.*

