

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Meeting - The Gathering Room**  
**Tuesday, November 12, 2019**

**Present:** Greg Branecky, Elaine Corbo, Amy Dent, Tom Long, William McCarthy, Matthew Mihalcik, Doug Lord, Beth Hamilton, Anne Rothstein, Donna Rahtelli, William Beard Jr.,

**Absent:** Laura Goldstein, John Reed, Thomas D'Agostino

**Guests:** Denise Kaiser

The meeting was called to order at 7:06 pm by Amy Dent

**Consideration of Minutes:**

*Anne Rothstein made a motion to amend the minutes from the October 2019 meeting minutes to reflect that the 2020 Friends Book Sale will be held at Reed Intermediate School and the \$10 coupons donated to the first 100 people who register for a new library card will be for use at the Little Book Store. The motion was seconded by Donna Rahtelli. All approved. Motion passed.*

*Anne Rothstein made a motion to accept the amended minutes from the October 2019 meeting and Donna Rahtelli seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** Amy announced that Raymond Irrera has resigned from the Board, and Matt Mihalcik will be resigning effective December 1, 2019. The Board will need Chairs for the Development Committee and the Art and Historical Committee. There are now three vacancies that need to be filled by Trustee appointees. After Matt's resignation becomes effective, there will be a 4th opening, and it will be a Republican appointee.

Amy reminded everyone that sub-committee minutes need to be available to the public, upon request. Committees are directed to send their minutes to Kaki Taylor, Executive Assistant. Kaki will compile the minutes and have them available if needed.

**Treasurer's Report:** Bill McCarthy reviewed the financial statement comparing the first four months of last year to the first four months of this year. There is a very close correlation. It was noted that, compared to last year, there has been an increase in equipment expenses, maintenance expenses, and contractual services.

Most of the first installment of the Friends donation has been disbursed, primarily on books, databases, and programs. Bill suggested that it was an appropriate time to request the second installment of the annual grant from the Friends.

*Bill McCarthy made a motion that we request the next installment of funds from the Friends, and Beth Hamilton seconded the motion. All approved. Motion passed.*

The finance committee met with the library's external auditor in October. Conversations were also conducted with the Trustees for both the Hawley and the Knotts trusts. Amy questioned, given the size of the trusts, if the library would be better served by managing the funds directly. Bill responded that this would require some research in terms of legal ramifications as well as thoughtful consideration about the additional fiduciary responsibility the trustees would be assuming.

**Library Director's Report:** Doug provided a comprehensive report on the activities of the library. He announced that Ms. Kaki Taylor has been hired as the library's new Executive Assistant, and commented that digital circulation and bandwidth are high and that all circulation rose 1.15% over last year at this same time.

### **Committee Reports:**

**Development** - Matt reported that 500 runners and 138 walkers are registered for the Turkey Trot, to date. Work on the Annual Appeal continues. Kaki has scrubbed the list of just over 9,000 addresses for the mailing and artwork should be ready to go to the printer next week.

**Finance** - See the Treasurer's Report

**Long Range Planning** - Greg reported that a meeting is scheduled for next week.

**Building and Grounds** - Amy reported that Bob Geckle has agreed to assist Tom D. to move forward some of the facility projects.

**Art and Historical** - No report

**Friends of the Library Liaison** - Anne reported that Toni Earnshaw has been elected President of the Friends and Ellen Speirs as Vice-President. There are new regulations by Amazon which may impact internet sales and the viability of continuing to use Amazon. The Friends have purchased a second sign which will be used to acknowledge their support of various programs and/or events.

**Amy Dent turned over the meeting to Donna Rahtelli, Vice-President.**

**Governance** - Amy reported that the Governance Committee met to discuss plans for the evaluation of the Library Director. The Committee reviewed a potential format, questions to be included, and a timeline.

Amy also reported that Kaki Taylor, Executive Assistant, was asked to review the bylaws to ensure that they are current. It was noted that an amendment is needed to the minutes of the February 21, 2019 minutes regarding Trustee attendance at meetings.

*Amy made a motion to amend the February 21, 2019 minutes to note the accurate language change to section 6.3 of the bylaws:*

**6.3 Attendance:** *All board members are expected to attend all meetings. For purposes of these bylaws, attendance shall be defined as participating in person,*

*or by remote means with prior notice to the President or Secretary no later than noon on the day of the meeting. If you are unable to attend, please notify the President or Secretary.*

*The motion was seconded by Matt. All approved. Motion passed.*

**Donna Rahtelli passed the meeting back to Amy Dent, President.**

**Old Business:** none

**Unfinished Business:** The Board reviewed the proposed meeting dates for 2020 that were presented at the October meeting. The Board will continue to meet on the second Tuesday of the month at 7 p.m.

*Bill McCarthy made a motion to accept the 2020 Board meeting schedule. Greg Branecky seconded the motion. All approved. Motion passed.*

Amy reminded sub-committees that they, too, must file their meeting dates with the town for 2020. They should also submit a copy of the schedule to Kaki so that there is a record at the library.

**New Business:** See Governance notes

*A motion was made to adjourn the meeting by Greg Branecky and seconded by Tom Long. All approved. Motion passed.*

Meeting adjourned at 8 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.***