

**The Cyrenius H. Booth Library Minutes**  
**Board of Trustees Meeting - The Gathering Room**  
**Tuesday, May 14, 2019**

**Present:** Gregory Branecky, Tom Long, Douglas Lord, William McCarthy, Anne Rothstein, Donna Rahtelli, Colleen Honan, Christene Freedman, Elaine Corbo, William Beard Jr. Matthew Mihalcik, Beth Hamilton, John Reed, Amy Dent, Thomas D'Agostino

**Absent:** Raymond Irrera, Laura Goldstein

**Guests:** Denise Kaiser, Scott Gellis

The meeting was called to order at 7:00 pm by Amy Dent

**Consideration of Minutes:**

*John Reed made a motion to accept the minutes from the April 2019 meeting and Greg Branecky seconded the motion. All approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** The Staff Appreciation Dinner will be held on Friday, June 14th about 5:00pm, just after the library closes. Beth offered to host the gathering for Board members and library employees. Colleen circulated a sign-up sheet for food and drinks.

Greg Branecky has expressed an interest in becoming more involved in library finances and the role of the treasurer. He will be working closely with Bill over the next few months which will ensure a smooth transition of leadership when Bill's term on the Board expires.

**Treasurer's Report:** Bill reported that actual income and expenses are fairly close to budget. Income from fines is trending slightly lower than budgeted. It appears that the electronic reminders about due dates for library materials is resulting in timely returns. Fundraising income is lower than projected but the major spring fundraiser is scheduled later this month.

Bill indicated that the Finance Committee met with Don Studley of Studley, White & Associates, P.C., to review a draft of the library's audited financial statements and Form 990 Return. No significant concerns were raised. The committee also participated in conference calls with representatives of the trustees for the Knotts Trust and the Hawley Trust to discuss investment portfolio performance.

Christene asked about the impact of the new CT hourly rate on the budget. Bill will explore this issue and respond next month.

### **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 reported that program participation has been strong lately. He also reported that the open position for a Young Adult Department Head has been posted and generated eight viable candidates. Resumes are being reviewed and interviews will begin shortly.

Christene asked Doug if the library staff are considered mandated reporters by the state of CT. Although they are not, Doug indicated that the staff is aware of available resources and contact numbers should any concerns arise.

### **Committee Reports:**

**Governance** - no report

**Development** - The Mad Hatter Party II is just over two weeks away. Although there are many items collected for both the live auction and the silent auction, attendance is low. Board members are encouraged to generate interest and registration for this important fundraising event.

Tom Long reported that the Turkey Trot committee will be updating the current logo rather than adopting a completely new logo. Both Board of Education and Police Department documentation are already complete. The course does still need to be measured and certified, an unexpected expense. The goal is to open registration in June.

**Finance** - see Treasurer's report

**Long Range Planning and Building and Grounds** - Tom D'Agostino reported that bids are out for most of the projects planned for CIP funding. Once the bids are all in, the committee will meet to plan next steps on all the facility projects.

**Art and Historical** - no report

**Friends of the Library Liaison** - Anne reported that the Friends enjoyed a very successful donation day recently. They also hosted a volunteer luncheon for 42 volunteers. Planning continues for the July book fair. The Friends are looking

into updating their by-laws which were written in 1996. This is a project planned for the fall.

**Old Business:** None

**Unfinished Business:** None

**New Business:** None

*A motion was made to adjourn the meeting by Christene Freedman and seconded by Donna Rahtelli. All in favor and motion passed.*

Meeting adjourned at 7:47 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.*