



## **BETHEL PUBLIC LIBRARY**

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www.bethellibrary.org

### **MINUTES OF SPECIAL MEETING**

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

Monday, February 4, 2015 – 6:30 p.m.

Cady Morse Conference Room – Bethel Public Library

**RECEIVED**

2015 FEB -6 P 2:30

TOWN OF BETHEL  
TOWN CLERK

**Note:** Regular meeting rescheduled from 1/26/2015 due to inclement weather.

**PRESENT:** Tia Murphy, Chair, Gary Passineau, Richard Merritt, Lisa Johnson, Carol Lawlor, Robert Zupperoli, Mary O'Leary, and Lynn Rosato, Library Director. Robin Kahn, joined the meeting at 6:32 pm.

**ABSENT WITH NOTICE:** Terri Rotella, Ted Stevenson, Mary Spain, Linda Curtis.

**VISITORS:** None.

**CALL TO ORDER:** Chair Murphy called the meeting to order at 6:31 pm.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** L. Rosato received the Association of CT Library Board renewal form requesting all Board members provide e-mail addresses so that the ACLB can provide copies of "Trust Talk" via e-mail to the Board. All present approved for L. Rosato to forward their e-mails.

Chair Murphy received a letter from Bethel High School concerning scholarships, scholarship deadlines, etc. and that correspondence will be given to the Scholarship Committee.

T. Murphy received ongoing legal notification from the "estate", acknowledging that T. Murphy and L. Rosato picked up items from the estate dispersion.

**APPROVAL OF THE MINUTES FROM DECEMBER 8, 2014:** R. Zupperoli made a motion to approve; R. Merritt seconded the motion; all in favor. R. Kahn abstained.

**APPROVAL OF JANUARY 22, 2015 SPECIAL MEETING MINUTES:** R. Kahn made a motion to approve; M. O'Leary seconded; all in favor. C. Lawlor abstained, R. Merritt abstained.

**TREASURER'S REPORT:** R. Merritt, Treasurer, requested correction be made to change the date on the report covering December 2014 because it was accidentally dated November 2014. L. Rosato requested the dates be changed on both reports to the "Treasurer's Report for January 2015" as they were

prepared to be presented at the January 2015 Board meeting. R. Merritt, together with T. Murphy, verified all bank balances are correct. Approval of Treasurer's Report for November 2014: G. Passineau made a motion to accept as corrected, R. Kahn seconded; all in favor. Approval of Treasurer's Report for December 2014: G. Passineau made a motion to accept as corrected; R. Kahn seconded; all in favor.

**LIBRARY DIRECTOR'S REPORT:** L. Rosato notified the Board that the Library will be having an anniversary party on Friday, February 27, 2015 for two staff members – Barbara Wertel, Administrative Assistant, who celebrated 25 yrs. service in November 2014, and Joanne Grumman, Children's Librarian, who celebrated 30 yrs. service in November 2014. It will be held from 12:00 to 2:00 p.m. in the Maria Parloa Room. All are invited to attend.

L. Rosato indicated Bethel Library will be partnering with Quota Club of Candlewood Valley, which is a member of Quota Club International. The Library will initiate an amnesty for overdue fines beginning Tuesday, February 17, 2015 through Monday, March 23, 2015. Donations will be given to Brotherhood In Action, located in Bethel, by the end of March. All are encouraged to donate, even if fines are not owed. March is Quota Cares Month.

L. Rosato distributed copies of the Annual Statistical Report for fiscal year 2013-2014. The report provides a statistical history of the Library over a twenty-five year period from 1990-2015, covering such areas as book budget, program participation, personnel, etc. Of note, the book budget over twenty years has increased only by 1.8%. Staffing has increased by 1.4%. Discussion. G. Passineau commented that the percentage of population in Bethel with library cards is extremely good compared to State average. L. Rosato noted about 60% of eligible residents have library cards.

L. Rosato gave an update on the building project. The Board of Finance approved transfer of LOCIP funds at their January 13, 2015 meeting. LOCIP funds were used for the parking lot. Still waiting for the auditors to sign off on the project.

L. Rosato distributed copies of the Library's budget request for FY 2015-16 as submitted to the Town. The budget presentation to the Board of Finance and Board of Selectman would be within the next 2 weeks, perhaps either Thursday, February 12 or Thursday, February 19, 2015.

L. Rosato requested the Board update their contact information for the Board member list.

M. O'Leary inquired about the Library Director's Report regarding the staff focus group and comments received. Discussion. R. Zupperoli indicated that he was aware of the focus group's input. As head of the Planning Committee, he would address the focus group issues with L. Rosato and the results would be brought to the Board.

#### **FRIENDS OF THE LIBRARY:**

In Linda Curtis' absence, L. Rosato reported the Friends approved funding for the Maker Space equipment. The Friends annual meeting was held in January, with entertainment. T. Murphy reminded all Board members to complete and submit their Friends of the Library membership form for 2015.

#### **UNFINISHED BUSINESS:**

T. Murphy gave a reminder regarding the Freedom of Information Act. She asked board members when responding by e-mail, to reply only to the individual who sent the email and not to use "reply all". Board members may wish to consider using a separate email address for Library business only.

**NEW BUSINESS:**

**COMMITTEE REPORTS:**

**Nominating Committee:** Committee Chair G. Passineau reported the Committee last met on November 19, 2014. Nominations for the Executive Committee are Tia Murphy, Chair; Gary Passineau, Vice Chair; Richard Merritt, Treasurer; Lisa Johnson, Secretary. There were no nominations from the floor. R. Kahn moved the slate, M. O'Leary seconded, all in favor; R. Zupperoli abstained.

**Planning Committee:** Committee Chair R. Zupperoli distributed a written report, noting the date for the Library Board of Directors meeting was January 22, 2015 and not the 12<sup>th</sup> as written in the report. A Committee meeting for the same date was cancelled in order to hold the focus group meeting. The focus group information has been compiled, with the exception of the school groups, whose meetings have had to be postponed due to inclement weather. The next scheduled date is March 5, 2015.

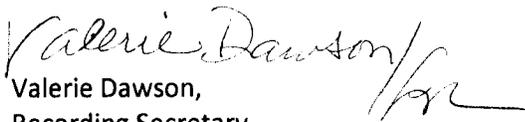
**BUDGET FY 2015-16:** T. Murphy reported she and L. Rosato met on Wednesday, January 28, 2015 with the First Selectman and Comptroller to discuss the Library's budget request for next year. When presenting to the Board of Finance and Board of Selectmen, G. Passineau suggested clearly explaining our personnel needs. L. Rosato suggested that Board members and staff attend the budget presentation.

**BANKING RESOLUTION:** R. Merritt reported that he, T. Murphy, and L. Rosato met in December 2014 with Newtown Savings Bank regarding moving the business accounts to this bank. R. Merritt distributed the Banking Resolution forms to the Board officers for completion.

**COMMITTEE APPOINTMENTS:** T. Murphy asked Board members to think about what committees they would like to participate in, and to let her know as soon as possible so the 2015 committee list could be completed.

**ADJOURNMENT OF MEETING:** R. Zupperoli made a motion to adjourn; C. Lawlor seconded; all in favor. Meeting adjourned at 7:34 PM.

Respectfully submitted,

  
Valerie Dawson,  
Recording Secretary