



BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

Monday, February 23, 2015 – 6:30 p.m.

Cady Morse Conference Room – Bethel Public Library

RECEIVED

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TOWN OF BETHEL
TOWN CLERK

PRESENT: Tia Murphy, Chair, Gary Passineau, Richard Merritt, Linda Curtis, Mary O'Leary, Terri Rotella, Lisa Johnson, Robin Kahn, Mary Spain and Lynn Rosato, Library Director.

ABSENT WITH NOTICE: Carol Lawlor, Ted, Stevenson, Robert Zupperoli

VISITORS: Priscilla Massmann, Circulation Manager, Bethel Library.

CALL TO ORDER: Chair Murphy called the meeting to order at 6:30PM.

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS: T. Murphy spoke of awaiting further dispersion of Bethel memorabilia from the Mary Whaley estate. Her son in law who was in possession of some Bethel Memorabilia from the estate recently passed away and further paperwork is ongoing to release the items.

APPROVAL OF MINUTES: G. Passineau made a motion to approve the minutes from February 4, 2015, Mary O' Leary seconded, all in favor. L. Curtis, M. Spain and T. Rotella abstained.

TREASURER'S REPORT: R. Merritt is continuing to gather information about processing credit card payments electronically through mobile devices, etc. Transferring accounts is on hold. The final funds for the Building Project will be released once the Town Comptroller sends the Board a letter validating that the project is officially closed and there are no additional expenses to be paid. Once this is completed, accounts will be consolidated and then transferred. M. O'Leary questioned some line items in the report. Clarification was provided by attendees at the meeting. M. O'Leary then made a motion to approve, T. Rotella seconded, all in favor.

LIBRARY DIRECTOR'S REPORT: L. Rosato received Comptroller Bob Kozlowski's report from the appraiser for items in the Seeley House for insurance purposes. The monetary value is not significant, though several items are of memorabilia value to the Library (i.e. Bethel photos, Vaghi desk and a spinning wheel).

L. Rosato reminded that the Library will be hosting an anniversary party on Friday, February 27, 2015, for two staff members – Barbara Wertel, Administrative Assistant, celebrating 25 years of service, and

Joanne Grumman, Children's Librarian, celebrating 30 years of service. The reception will be held from 12:00 to 2:00 PM in the Maria Parloa Community Room. All are invited to attend. L. Rosato distributed copies of the Bethel Public Library Newsletter.

FRIENDS OF THE LIBRARY REPORT: L. Curtis thanked Board members for renewing their annual membership as Friends of the Bethel Library. New members are always sought. T. Rotella asked about the number of active Friends members. L. Curtis indicated there are currently sixty members, approximately ten of whom are active members. L. Curtis provided status of sales in the Book Cellar, with the possibility of future fund raising to coincide with events in the town of Bethel. No specific fund raising events at this time. There will be a general meeting of Friends of The Library on Thursday, April 16, 2015 at 6:00 PM in the Maria Parloa Community Room at the Library. Following the brief business meeting, an exhibition of Irish Dance will be performed. The program is free and open to the public. All are invited to attend. Registration is required.

UNFINISHED BUSINESS: None.

NEW BUSINESS: L. Rosato reminded that starting this month, an employee from the various departments in the Library will attend the monthly Board of Directors' meetings. The purpose is to introduce them to the Board and have each explain her job responsibilities, as well as to become familiar with the Board and its operations.

L. Rosato introduced Priscilla Massmann, Circulation Manager of the Library, to the Board. P. Massmann gave a presentation of her job duties and responsibilities, including acting as the Volunteer Coordinator. Priscilla indicated that aside from supervising her staff, there are approximately twenty volunteers who assist regularly, giving approximately 2,000 volunteer hours per year. Discussion of interest included resource sharing between libraries through the Bibliomation system. M. O'Leary complimented the teamwork approach utilized by Priscilla and her staff. Chair Murphy and M. O'Leary asked how the Board could further support the Circulation staff. Priscilla indicated that aside from providing more staff and additional hours, she is satisfied with the support of the Board. T. Murphy indicated two additional self check-outs are under budget consideration.

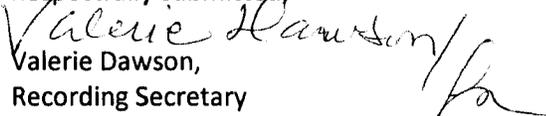
BUDGET FY 2015-16: T. Murphy and L. Rosato presented the 2015 Library Budget to the Board of Finance and Board of Selectmen. Comptroller Bob Kozlowski included in their budget notebooks the job reclassification documentation L. Rosato provided.

PLANNING PROCESS: In R. Zupperoli's absence, L. Rosato reported that the Planning Committee meeting calendar was filed. Meetings will be held on the fourth Thursday of the month. The next meeting will be on Thursday, March 26, 2015.

COMMITTEE APPOINTMENTS: T. Murphy thanked everyone for their help in forming the committees and confirmed the recently updated contact list for the Board and Committee members. Chair Murphy asked that all the committee chairs meet soon to establish their meeting dates and focus for the year.

ADJOURNMENT OF MEETING: T. Rotella made a motion to adjourn the meeting, R. Merritt seconded, all in favor. Meeting adjourned at 7:23 PM.

Respectfully submitted,


Valerie Dawson,
Recording Secretary