



BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

MINUTES OF SPECIAL MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

Monday, March 30, 2015 – 6:30 p.m.

Cady Morse Conference Room – Bethel Public Library

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TOWN OF BETHEL
TOWN CLERK

Note: Regular meeting rescheduled from March 23, 2015.

PRESENT: Tia Murphy, Chair, Gary Passineau, Richard Merritt, Lisa Johnson, Robert Zupperoli, Mary O'Leary, Ted Stevenson, Mary Spain, and Lynn Rosato, Library Director. Terry Rotella joined at 6:35 pm and Linda Curtis joined at 6:38 pm.

ABSENT WITH NOTICE: Robin Kahn, Carol Lawlor.

VISITORS: None.

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

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS: Chair Murphy notified the Board that Carol Lawlor submitted her resignation from the Board, effective April 1, 2015, due to personal and work obligations. Chair Murphy thanked Carol for her contributions to the Board and related committees. Carol's seat on the Board is now available. T. Murphy indicated if anyone on the Board knows someone who is interested in the position; please see First Selectman Matt Knickerbocker who handles the assignment of the position.

APPROVAL OF THE MINUTES from Meeting of February 23, 2015: T. Murphy called for approval of the minutes. M. O'Leary made a motion to approve. M. Spain seconded. All in favor. T. Stevenson abstained.

TREASURER'S REPORT: R. Merritt, Treasurer, reported that all accounts are balanced and awaiting consolidation. He is still waiting for B. Kozlowski and the auditors to release final budget information. M. Spain asked for clarification of the sum of money to be designated for the Scholarship Fund. R. Merritt and T. Murphy provided clarification. T. Stevenson made a motion to approve the Treasurer's Report. L. Curtis seconded. All in favor.

LIBRARY DIRECTOR'S REPORT: L. Rosato, Library Director, asked if there were any questions on the written report previously distributed. None. L. Rosato encouraged Board members to contact their local representative, and state representative, by phone call and/or by e-mail, regarding the State Library's budget. The statutes defining what is covered and how it is reimbursed, i.e., the States Library/Grants to Public Libraries and the Connecticut program that provide reimbursement to libraries for out of town loans are threatened for elimination by the Governor. Last year there were approximately 4.1 million transactions on Connecticut, across the state of people borrowing books in person from other libraries and just as many books that have to be delivered back to the owning libraries. This program has been in effect since 1971. New Canaan Library has

already sent out notification that they will no longer lend to out of town patrons. G. Passineau asked if anyone is aware what stance our State Representatives have taken on this issue. Chair Murphy and L. Rosato indicated they are not aware of any existing comments from our state representatives, who visited last week. Therefore, T. Murphy affirmed the suggestion by L. Rosato to contact our representatives by phone or e-mail. L. Rosato mentioned that the Connecticut Library Consortium also is threatened with elimination. The Consortium is funded with state tax dollars and provides over 200-300 cost effective workshops, annually, that provide continuing education for employees to receive relevant, up-to-date training, to be able to serve the needs of the public. The Consortium also negotiates high discounts for books, audiovisual materials and supplies and provides resources for programs and other services. L. Rosato asked the Board to refer to the talking points that she previously distributed from the Connecticut Library Association regarding these programs. A rally will be held April 15, 2015 at the State Library in Hartford, CT.

FRIENDS OF THE LIBRARY: L. Curtis informed that Friends of the Library will hold its general meeting on the third Thursday of the month, April 16, 2015. This will include a free program to the public, with entertainment from Irish dancers and free raffle for all Friends members. Volunteers are needed for the Book Cellar on Mondays, Wednesdays, Saturdays and Sundays. Coinciding with the Town of Bethel Blooms event, Friends will conduct a special book sale on Saturday, May 2, 2015, on the library lawn, focusing on gardening, grilling, picnics and seasonal fare. Volunteers are needed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

STAFF PRESENTATION: Kate Soboleva discussed her role as Adult Services Librarian. Kate manages 3 full time and 5 part-time staff. Her position encompasses administrative duties including managing the Teen Services Desk, the Reference Desk and the Local History Room, as well as scheduling for the Business and Technology Center. Her department is responsible for the web page, programming, computer classes, and the art gallery where local artists can display their works. Her staff must keep current with requests from patrons for book selection, book location, book discussion, written material, as well as computer instruction, i.e., (Quickbooks, Photoshop classes, Social media, Device Advice, etc.). K. Soboleva stated feedback from patrons shows the public continues to request, attend and utilize educational lectures, musical performances, dramatic performances, as well informational seminars such as Access Health CT. The staff is required to know a variety of databases to be relevant with the changing world and to be able to teach patrons, at their request. Her job also includes fostering relationships and partnering with the Chamber of Commerce, Senior Center, Bethel Land Trust, etc. and conducting feedback and evaluation of current and future suggested programs. K. Soboleva indicated her department is always looking for volunteers to teach classes as mentioned above. G. Passineau asked if there is anything the Board can do to support K. Soboleva and her staff. K. Soboleva encouraged participation of the Board members at many of their teaching events and programs. Discussion. M. O'Leary reminded that the library staff is welcome to attend the monthly Board meetings. Chair Murphy confirmed the support of the Board.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE: Committee Chair L. Johnson informed that there will be another public wine tasting event on Tuesday, 9/22/15, at the Bethel Library. The cost for tickets will be the same as last year. There will be vendors and raffle baskets, etc. Board members are expected to volunteer their time. Monies raised will be used toward the Scholarship Fund and toward landscaping the library grounds.

PLANNING COMMITTEE: Committee Chair R. Zupperoli provided a report of the Planning Committee, as well as copies of the first general outline of the long range plan to the Board. A more comprehensive plan will be addressed at the May and June 2015 meetings. Children's Services will be one of the highlights of the plan. The plan outline was previously provided by e-mail.

POLICY COMMITTEE: BY-LAWS: G. Passineau wished to thank members of the Committee, R. Kahn, T. Stevenson, and T. Murphy and L. Rosato for their participation on 3/2/15, to review the By-laws. The By-laws were reviewed last year. There are no changes recommended to the By-laws for this coming year. There will be a vote at the next meeting by Committee motion to adopt the By-laws as is.

FINANCIAL AND FUNDRAISING POLICY: G. Passineau reviewed the current Financial and Fundraising Policy, explaining the proposed changes to the board. A vote will be taken at the next monthly Board meeting to approve the proposed changes to the Policy.

HOME BOUND SERVICES POLICY: G. Passineau explained the Committee also is working on a new policy for delivery of materials to homebound residents. Documents include an application form and Code of Conduct. L. Rosato will speak with Comptroller B. Kozlowski regarding liability for volunteers delivering materials and for the Library. Discussion.

SCHOLARSHIP COMMITTEE: M. Spain informed that the Committee met on 3/4/15 to review the scholarship application form and timetable. The \$1,000.00 to be dispersed from the Board of Director's budget will be transferred into the Scholarship Fund at the time of consolidation of funds. The Committee will meet on April 13 to review the scholarship applications.

BUDGET FY 2015-2016: T. Murphy reported that the public hearing took place on March 23. The Board of Finance met the following day to reevaluate suggestions brought forward by the public. No dollars were reinstated to the budget, but no additional dollars were cut. The Town meeting will be on Monday, 4/6/15, with the referendum to follow. Board members are encouraged to attend. Board members also are encouraged to remind supportive residents to attend the Town meeting, as well.

ADJOURNMENT: T. Stevenson made a motion to adjourn the meeting. T. Rotella seconded. All in favor. Meeting adjourned at 7:47 pm.

Respectfully submitted,

Valerie Dawson ^{BW}

Valerie Dawson, Recording Secretary

