



BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

Monday, May 18, 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, Richard Merritt, Linda Curtis, Gary Passineau, Mary Spain, Mary O'Leary, Lisa Johnson, Lynn Rosato, Library Director and Robin Kahn joined at 6:47 pm,

ABSENT WITH NOTICE: Ted Stevenson, Robert Zupperoli.

ABSENT WITHOUT NOTICE: Terri Rotella

VISITORS: Olivia Von Kohorn, Senior Library Assistant, Technical Services, Bethel Library.

CALL TO ORDER: Chair Murphy called the meeting to order at 6:32 PM.

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES FROM April 27, 2015: Director Rosato requested corrections to the minutes of April 27, 2015 as follows: Under Library Director's Report regarding the State Librarian shutting down the statewide catalog - change the effective date from June 1, 2015 to June 30, 2015; correct the word "effect" to "affect" as regards the statewide shutdown and local libraries being affected. Under Financial and Fundraising Policy - correct to read "Mary O'Leary proposed an amendment to Section 12 of the by-laws." Also, as per Lisa Johnson's request to amend the Financial and Fund Raising Policy by-laws, correct the word "presently" to read "currently" states \$1,000.00 as regards scholarship money being awarded by the Scholarship Committee.

Mary O'Leary made a motion to approve the minutes as corrected. Rich Merritt seconded. All approved. Linda Curtis and Gary Passineau abstained.

TREASURER'S REPORT: Rich Merritt, Treasurer, received written approval from Town Comptroller Bob Kozlowski that the Library building project has been completed and accounts may be consolidated. Rich Merritt will be meeting with Chair Murphy and Director Rosato on Thursday, May 21, 2015 to initiate the consolidation. Chair Murphy explained that it will probably take two billing cycles to complete consolidation, with changeover to be effective by August 2015. Rich Merritt received a written request from the Scholarship Committee to issue a check in the amount of \$1,000.00 to be awarded to this

year's scholarship recipient. The \$1,000.00 check was issued and given to Chair Murphy. On behalf of the Board of Directors of the Bethel Library, Chair Murphy will present the check to the award recipient (name to be announced at the appropriate time) at the Bethel High School graduation on June 9, 2015. Rich Merritt informed that the end of the fiscal year 2014-2015 is coming to a close and a new budget for the fiscal year 2015-2106 will be forthcoming for submission to the Comptroller.

Gary Passineau asked for clarification regarding a line item called "Animal Show on the Go" listed under the Board of Director's account and also as a line item under Building Funds. Director Rosato explained that "Animal Show on the Go" was a children's program that was paid for with donations from various sources. Funds were in both accounts. The consolidation of accounts will simplify record keeping. The Treasurer's Report also will be in an easier to read format in the near future. G. Passineau made a motion to accept the Treasurer's Report as submitted. L. Curtis seconded. All in favor.

LIBRARY DIRECTOR'S REPORT: Director Rosato gave an update on the capital projects in progress. Pavers by the book drop and behind the Lincoln Courtyard were re-graded so water will flow away from the building to prevent leaks. The flagstone along the wall in the Lincoln Courtyard has been reappointed. The floor epoxy project in the upstairs HVAC room began May 17, 2015 and will go through May 22, 2015; the Seeley House painting project will continue in a few weeks, as well as painting of the handicapped railing. Sand and gravel left behind from this past winter is being removed from the entrance, sidewalks and the parking lot by Parks and Recreation staff.

Director Rosato informed that some capital projects for the new fiscal year have been approved and she will continue to coordinate those projects. Intermittent heating and cooling issues with the HVAC system continue to be an issue especially on days of extreme temperature changes, resulting this past week with the closure of the second floor for a number of days until the problem was fixed. Chair Murphy asked Director Rosato to take this matter up with the Town Engineer, to review maintenance records, especially since the HVAC system is only 2 years old.

Director Rosato informed that Hoopla has added e-books and graphic novel content. Director Rosato confirmed that various forms of communication have been sent out to inform the public of the shutdown of ReQuest by the State Library, as of June 30, 2015. Director Rosato is working with Bibliomation to make it easier for neighboring non-Bibliomation libraries to request interlibrary loan items, to reduce the amount of time the Bethel staff would spend processing these requests. Director Rosato has been asked to serve on the Bibliomation Board of Directors beginning July 2015. Director Rosato reported several donations received in memory of Mrs. Marilyn Storm, who was an active patron at Bethel Library. At her husband's request, monies will be used to purchase audio books on CD. Mary Spain asked if the shutdown of the statewide catalog will affect Bethel Library users who wish to use Danbury Library. Director Rosato assured the Board that it will not. Mary O'Leary asked about any news regarding the State budget. Director Rosato indicated the State budget has not been voted on yet.

FRIENDS OF THE LIBRARY REPORT: Linda Curtis reported that the Friends of the Library event that coincided with the Bethel Blooms sale on May 2, 2015, produced some additional income for the Book Cellar. It helped to inform the public what the Book Cellar has to offer to the community. Linda Curtis thanked Rich Merritt for volunteering his time for the event. The possibility of another sale in July 2015 is under discussion; date to be announced.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Staff Presentation: Director Rosato introduced Olivia Von Korn, Senior Library Assistant for Technical and Technology Services. Olivia began working at Bethel Library in 2011 as a part-time clerk, providing customer service in the Circulation Department. Her current position is full time. Her duties include programming and managing the web page and social media sites for the Bethel Library. She processes new adult and teen books, donated books, and the AV collection; maintains uniformity in cataloging, enters items into the circulation system, withdraws outdated or damaged books, prepares books for mending or for the bindery, and maintains statistics. She supervises two support staff as well as several volunteers. Olivia also acts as the evening and weekend supervisor on a rotating basis.

Olivia's social media responsibilities include maintaining the Bethel Library webpage and social media pages, including posting special events and points of interest at the Library. The Library has accounts with Twitter, Facebook, Pinterest and Instagram, which allow patrons to connect with sites that are local, nationwide, as well as global.

Olivia regularly works at the Reference and Teen Services desks. She answers a variety of research questions and assists patrons with using the various technologies such as computers, copy machines, fax machine, printers, scanners, and microfilm reader that are housed at the Library. She also assists with a mobile device user support group for iPad and Kindle. Olivia assists with conducting other patron events, such as the very popular Poetry Coffeehouse, along with a book discussion group and writing group meetings. Olivia is responsible for many of the creative displays in the Library such as the Valentine's Day promotion "Blind Date with a Book".

Chair Murphy asked how the Board could be of assistance to her and her staff. Olivia encouraged the Board to continue to advocate for the staff and to personally participate in many of the programs the Library offers to the public. Discussion ensued. Mary O'Leary complimented Olivia on her customer service. Rich Merritt and Gary Passineau asked her opinion on how she has seen the Library evolve since she began work at Bethel Library. Olivia commented that with emerging technology, the biggest challenge is wanting to do it all and not having enough time. Olivia indicated that while manual book processing is still a large part of her job, the Library is definitely leaning more towards electronic technology and inter-connectivity, keeping pace with the outside world and with patrons' requests.

COMMITTEE REPORTS:

Policy Committee: *Home Delivery of Library Materials Policy* -Gary Passineau asked if there were any questions on the Policy as discussed at the April 27, 2015 meeting. Director Rosato confirmed that the town attorney and the insurance agent provided the language addressing liability issues for the three waiver forms that volunteers need to sign if providing home delivery of library materials to patrons. No further questions. G. Passineau made a Committee motion to approve the Home Delivery of Library Materials Policy as submitted. All in favor.

Patron Behavior Policy - Gary Passineau asked if there were any questions on the Policy changes discussed at the April 27, 2015 meeting. Gary Passineau made a Committee motion to approve the changes to the Patron Behavior Policy. All in favor.

Scholarship Committee: Mary Spain reported that the Committee met to review applications received from students from Immaculate High School, Abbott Tech and Bethel High School. A recipient has been chosen. Chair Murphy will present the award at the Bethel High School Scholarship Awards Ceremony on June 9, 2015 at 7PM. Chair Murphy thanked the Scholarship Committee for their time and hard work in evaluating the applicants.

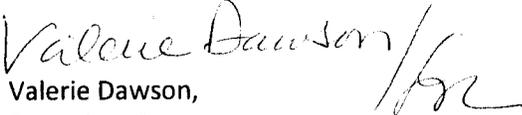
Planning Committee: In Robert Zupperoli's absence, Director Rosato reported that the Board of Education focus group took place. Director Rosato will meet with Robert Zupperoli on Thursday, May 21, 2015 to review the outline previously distributed to the Board and to begin formulating the Long Range Plan. The next meeting is scheduled for May 28, 2015.

BUDGET FY 2015-2016: Director Rosato presented the Board with a revised Library budget for FY 2015-2016 as passed at referendum. Director Rosato discussed how the reduced budget would be utilized. Discussion ensued.

At 7:45 PM Lisa Johnson moved that the Board go into Executive Session regarding personnel salaries. Gary Passineau seconded. Chair Murphy requested to invite Director Rosato to remain in the Executive Session. Gary Passineau made a motion. Robin Kahn seconded. Recording Secretary, Valerie Dawson, left the room so the Executive Session could commence. At 8:02 PM R. Kahn made a motion to come out of Executive Session. M. O'Leary seconded. All in favor. Approved. Robin Kahn made a motion to approve the Budget FY 2015-2016 as revised. Rich Merritt seconded. All in favor. Approved. Executive Session Minutes were respectfully submitted by Board Secretary Lisa Johnson.

ADJOURNMENT OF MEETING: Rich Merritt made a motion to adjourn. Gary Passineau seconded. All in favor. Meeting adjourned at 8:02 PM.

Respectfully submitted,


Valerie Dawson,
Recording Secretary