



## BETHEL PUBLIC LIBRARY

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### MINUTES OF REGULAR MEETING

#### Bethel Public Library Board of Directors

Monday, December 14, 2015 - 6:30 p.m.  
Cady Morse Conference Room – Bethel Library

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TOWN OF BETHEL  
TOWN CLERK

**PRESENT:** Tia Murphy, Chair, Richard Merritt, Ted Stevenson, Gary Passineau, Lisa Johnson, Linda Curtis and Robin Grubard. M. Spain joined at 6:38 PM. T. Rotella joined at 6:41 PM.

**ABSENT WITH NOTICE:** Robin Kahn, Mary O'Leary, Robert Zupperoli.

**ABSENT WITHOUT NOTICE:**

**VISITORS:** None.

**CALL TO ORDER:** Chair Murphy called the meeting to order at 6:36 p.m.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** Chair Murphy stated there was no correspondence or announcements.

**APPROVAL OF THE MINUTES from Meeting of November 23, 2015:** Chair Murphy asked if there were any changes to the Bethel Public Library Board of Directors Meeting Minutes from November 23, 2015. T. Stevenson noted that under the Nominating Committee report, the titles should be corrected to read "Chair" not President and Vice Chair, not Vice President. T. Stevenson made a motion to approve the minutes with corrections as stated. R. Merritt seconded. All approved. L. Curtis abstained.

**TREASURER'S REPORT:** R. Merritt, Treasurer, asked if there were any questions on the Treasurer's Report distributed prior to the meeting. M. Spain had a question on encumbrances regarding the scholarship allocation. Discussion. L. Curtis made a motion to approve the Treasurer's Report for November 2015 as presented. T. Stevenson seconded. All in favor.

**LIBRARY DIRECTOR'S REPORT:** L. Rosato, Library Director, informed that the Long Range Plan has been posted to the Bethel Public Library web page. Paper copies of the Plan are available in the library for patrons to take and is the subject of the Director's column in the Jan-Feb 2016 issue of the newsletter. L. Johnson inquired if analytics would show tally how many times the Plan was accessed online. L. Rosato confirmed that it was being tracked. L. Rosato indicated there had been issues with the server in November affecting employee profiles and other data which has now been restored. L. Rosato also reported that there was a power outage on Sunday, December 6, 2015 causing the Library to be shut down for the day. It was determined that a squirrel had gotten into a transformer. An uninterruptable power supply (UPS) and/or adding a generator has been added to the capital budget.

L. Rosato also reported that a "bullet hole", most likely from a BB gun, was discovered in one of the new windows in the Seeley House and the window pane needs to be replaced. The incident was reported to the police and a work order for repair was submitted to the Department of Public Works. L. Rosato will check with Comptroller on insurance coverage for this incident.

L. Rosato informed that the Bethel Public Library received approval to participate in the Fairfield County Community Foundation (FCCF) Giving Day on March 10, 2016. The Annual Giving Day is an opportunity for non-profits to advertise and raise funds through donations made on-line via the Library's profile page on the FCCF Giving Day website for one day, March 10, 2016. Board members have been asked to advocate to others in the community about this donation opportunity. Potential uses for these donations include purchasing an overhead (PA) intercom system, an information directory for patrons, Makerspace supplies, collection development of academy award winning DVD's, and patron programs.

Additionally, L. Rosato indicated that the wing chairs from the Magazine and Newspaper Reading Area will be reupholstered utilizing Correctional Enterprises of Connecticut, located in Wethersfield, which is part of the State of Connecticut Department of Correction. L. Rosato reported that the State Librarian informed that C-Car daily delivery and transportation of books, interlibrary within the State, will be impacted by changes from the vendor, which will become effective on 12/31/15; details to follow.

Adult Services Librarian Kate Soboleva and Director Rosato met with the Executive Director of Cultural Alliance of Western Connecticut (CA) to discuss grant opportunities for cultural programs pertaining to the arts. In addition, the Library and Cultural Alliance formed a partnership to bring juried art shows to the Library's second floor gallery, once it has been installed. The Library will work with Bethel Arts on this program. Library employee Susan Anderson, who currently manages the Library's art displays, will serve on the CA evaluation jury to select artists to be displayed in Bethel.

**FRIENDS OF THE LIBRARY REPORT:** L. Curtis distributed the 2016 meeting schedule for Friends of the Library and requested Board members to attend and indicated volunteerism is an ongoing request to assist the Friends of the Library. L. Curtis

also gave an update for an estimate to repair the donated piano in the Community Room. That estimate is approximately \$12,000.00. L. Curtis will provide more information in the future.

**UNFINISHED BUSINESS:** Chair Murphy is still awaiting a letter from the donor regarding a list of the items within the collection to be donated, including the value of the collection per written assessment. Chair Murphy will continue to follow up with the donor. Don Taylor from United Alarm Security Company was contacted and will provide an estimate regarding the type of wall mounted locking display cases necessary to display and protect the artwork, as well as an estimate for sensors on the items and additional video cameras for security. Discussion. Chair Murphy indicated that insurance to cover the donated artwork will be carried as a rider on the town's insurance policy.

Chair Murphy made a motion to add an item to the agenda under unfinished business regarding hosting an informal reception in January for the newly elected town officials. T. Stevenson seconded. All in favor.

Chair Murphy reported that Chair Murphy, M. O'Leary and R. Grubard met regarding Bethel Public Library hosting this reception to showcase the many offerings of the Bethel Public Library. The date of the reception would be January 12, 2016 at 5:00 p.m. to include the newly elected Town Selectmen, members of the Board of Finance, the Board of Education, Superintendent of Schools and all department heads at Town Hall. T. Stevenson made a motion to designate spending up to \$200.00 for the reception. R. Grubard seconded. All in favor. Discussion. Board members are requested to assist with the reception of guests for the evening.

**NEW BUSINESS:**

Chair Murphy apologized to the Board having misunderstood at the November 23, 2015 Board Meeting, that the Nominating Committee had formally met and completed the nominating slate.

L. Johnson reported that the Nominating Committee officially met on December 8, 2015 to finalize the slate of candidates for nomination to the 2016 Board of Directors as follows: T. Stevenson, Chair, L. Johnson, Vice Chair, T. Murphy, Treasurer, R. Kahn, Secretary. L. Johnson made a motion to accept the slate as presented. T. Rotella seconded. All in favor.

**Finance Committee:** Chair Murphy asked if there were any questions or changes to the proposed budget FY 2016-2017 that was reviewed at the November 23, 2015 meeting. R. Merritt made a Committee motion to approve the budget request for FY 2016- 2017 as proposed. As a Committee motion, no second is required. All in favor.

L. Rosato distributed an updated version of the capital plan for review. Discussion. G. Passineau, as a member of the Facilities Committee, made a motion to approve the capital and maintenance proposed budget request, including the addition of a whole building UPS (uninterrupted power supply) and/or generator. R. Merritt seconded. All in favor.

**Board of Director's Meeting Schedule:** Chair Murphy asked if there were any concerns regarding the Bethel Public Library Board of Director's Meeting Schedule for 2016. R. Grubard proposed that the meeting time for the Board of Director's Meeting be changed to 6:00 p.m. Discussion. The majority of the Board agreed to change the meeting time for all meetings in 2016 to 6:00 p.m. T. Stevenson made a motion to approve the Board of Director's meeting schedule for 2016 as proposed with a change of time to 6:00 p.m. L. Curtis seconded. All in favor.

**ADJOURNMENT:** Motion was made by T. Rotella to adjourn the meeting, seconded by G. Passineau. All in favor. Meeting was adjourned at 8:06 pm.

Respectfully submitted,

  
Valerie Dawson  
Recording Secretary