

**BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS MEETING**  
**~APRIL 28, 2008~**

The monthly meeting of the Board of Directors of the Bethel Public Library was held at the Bethel Public Library on April 28, 2008.

**Present**

Linda Curtis, Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Shani Burke-Specht, Bob Crnic, Connie Booth, Gail Slifkin, Jane Shannon

**Absent**

Gary Passineau, Terri Rotella

**Library Staff**

Director Lynn Rosato

**Call to Order**

The Chair, Shani Burke-Specht, called the meeting to order at 7:04 PM.

**Introduction of Guests**

A member of the public, Gail Dickerman, was welcomed.

**Public Comments**

There were no public comments.

**Correspondence**

There was no correspondence to be read at that time.

**Minutes**

Director Rosato requested that the minutes of March 24, 2008 be amended to change the word *marquettes* to *macquettes*. Geraldine Mills moved to accept the minutes as amended. Second by Linda Curtis. Motion passed by unanimous vote.

Director Rosato requested that her name be added to the absent list in the minutes of April 2, 2008 Special Meeting. Geraldine Mills moved to accept the minutes as amended. Second by Jane Shannon. Motion passed by majority vote. Linda Curtis abstained.

Connie Booth moved to go into executive session at 7:10PM. Second by Geraldine Mills. Motion carried by unanimous vote.

The meeting was reconvened at 7:39PM. There were no votes recorded.

**Reports:**

**Treasurer's Report:** Treasurer Eileen Freebairn gave an overview of her report dated April 28, 2008. Discussion followed regarding the computer stand purchase and Building and Scholarship Funds. Jane

**RECEIVED**

APR 30 2008

TOWN OF BETHEL  
TOWN CLERK

Shannon moved to accept the Treasurer's Report. Second by Linda Curtis. Motion passed by unanimous vote.

**Librarian's Report:** Director Rosato asked Board members to review the Board Roster for any additions or corrections. The Director advised the Board that she had been subpoenaed by Superior Court regarding an incident at the library. "Mini" fundraisers would be taking place in May at Tail Waggers and Redding Roasters. Geraldine Mills moved to accept the Librarian's Report. Second by Connie Booth. Motion passed by unanimous vote.

### **Reports of Committees:**

**Development Committee:** Connie Booth reported that the Development Committee met. She stated that packets have been compiled for distribution to the first 100 donors.

Geraldine Mills moved to recess at 7:59PM to moved downstairs. Second by Connie Booth. The meeting reconvened at 8:02PM.

The information in the packets was reviewed and discussed.

Geraldine Mills moved to accept Gail Dickerman on the Development Committee. Second by Gail Slifkin. Motion passed by unanimous vote. Chair Burke-Specht appointed Gail Dickerman to the Development Committee.

Connie Booth moved to purchase a list of information regarding prospective donors from Direct Media Marketing at a cost of \$195.27. Second by Jane Shannon. Motion passed by unanimous vote.

Connie Booth moved to stipulate that the "list" remain in the possession of the Library Board and administered by the Library Board Chair. Second by Geraldine Mills. The motion passed by unanimous vote.

**Personnel Committee:** Eileen Freebairn advised that the Personnel Committee met to discuss ADA accommodations. She stated that there had also been discussion regarding banking sick days. Eileen Freebairn moved to accept the Personnel Policy change regarding banking sick days. Discussion by the Board followed. Motion passed by unanimous vote.

Another policy change was proposed regarding post retirement benefits. Discussion followed. The Board will discuss the item further pending receipt of additional information.

**Scholarship Committee:** Geraldine Mills advised that the Scholarship Committee met to discuss scholarship qualifications. Scholarship applications have been distributed to the area schools.

### **Unfinished Business**

**Review of Bethel Blooms Event:** Copies of the summary sheets for the Bethel Blooms Event were distributed and discussed. Geraldine Mills stated, for the record, that she would like to be notified of any changes when she is charged with specific tasks involving activities of the Library Board.

**Security Camera and Card/Keypad Entry for Staff:** Director Rosato recommended purchasing the card reader utilizing funds from account #206, Building and Maintenance, with the remaining funds needed for the purchase supplemented from Board funds. She also recommended purchasing a camera at some point in

the future. Connie Booth moved to allocate up to \$2,300 for the purchase of the card reader from account #206 and supplement the remaining balance from Board funds. Second by Geraldine Mills. Motion passed by unanimous vote.

**By-law Update:** Connie Booth moved to table the item for the next regular meeting due to the lateness of the hour. Second by Eileen Freebairn. Motion passed by unanimous vote.

Director Rosato distributed copies of the Town Charter.

**New Business**

**Direct Mail Development Funding-Solicitation Campaign Budget:** Geraldine Mills moved allocate funds not to exceed \$2,500 for Development Committee usage for mailing and printing. Discussion followed. Second by Lorraine Go. Mrs. Mills amended her motion to reflect that monthly budgetary reports also be submitted to the Library Board. Lorraine Go seconded the amendment. Motion passed by unanimous vote.

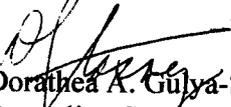
**Volunteer Reception:** Director Rosato advised that a volunteer reception was planned for May 18, 2008. The library staff would be providing the refreshments and Board members were invited to attend. A token of appreciation would be given to the volunteers using funds from the Board account.

**Request for Use of Unfinished Space:** Chair Burke-Specht advised that the request had been withdrawn due to time constraints.

**Adjournment:**

Geraldine Mills moved to adjourn at 9:15PM. Second by Jane Shannon. Motion passed by unanimous vote.

Respectfully submitted,

  
Dorathea A. Gulya-Stasny  
Recording Secretary

Note: Reports referred to are on file at the library.

**BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS  
TREASURER'S REPORT  
ENDING DATE 4/28/08**

**CHECKING ACCOUNT**

**BEGINNING BALANCE**      **DATE** 3/24/08      **AMOUNT** 5989.38

**INCOME**  
**DATE**      **SOURCE**      **PURPOSE**      **AMOUNT**

- 1.
- 2.
- 3.

**TOTAL INCOME** 1.00

**EXPENDITURES**

**CHECK NO.**    **DATE**      **PAYEE**      **PURPOSE**      **AMOUNT**

1. 1435    3/24/08    Brodart Co.    Computer Stand    768.95
2. 1436    4/2/08    Country Touch Florist    Flowers - Joan Dolan    52.00
- 3.
- 4.
- 5.

**TOTAL EXPENDITURES** 820.95

**ENDING BALANCE**      **DATE** 4/28/08      **AMOUNT** 5168.43

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**OTHER ACCOUNTS**

<b>ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>INTEREST</b>	<b>NET TRANSACTIONS</b>	<b>ENDING BALANCE</b>
MONEY MARKET	23,068.78	58.46		23,127.24
BUILDING FUND	54,199.26	106.88	- 5,591.95	48,714.19
GRANTS FUND	5,000.00		- 500.00	4,500.00
SCHOLARSHIP FUND	12,352.28	42.52		12,394.80
WACHOVIA SECURITIES				4,203.00