



BETHEL PUBLIC LIBRARY

189 Greenwood Avenue, Bethel, CT 06801

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www.bethellibrary.org

REGULAR

(SAB)

MINUTES OF SPECIAL MEETING

Bethel Public Library Board of Directors

Monday, April 27, 2015 - 6:30 p.m.

Cady Morse Conference Room – Bethel Library

PRESENT: Tia Murphy, Chair, Lynn Rosato, Library Director, Richard Merritt, Treasurer, Lisa Johnson, Mary O'Leary, Ted Stevenson, Mary Spain and Robin Kahn.

ABSENT WITH NOTICE: Terri Rotella, Gary Passineau, Linda Curtis, Robert Zuppero

VISITORS: None.

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

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS: Chair Murphy informed that the Whaley Estate has been settled and items donated to the Bethel Library will be forthcoming. No other correspondence or announcements.

APPROVAL OF THE MINUTES from Meeting of March 30, 2015: Chair Murphy called for approval of the minutes. Mary O'Leary made a motion to approve the minutes. Ted Stevenson seconded. All in favor. Robin Kahn abstained.

TREASURER'S REPORT: Treasurer Rich Merritt spoke with Bob Kozlowski, Bethel Town Comptroller, who gave a verbal validation that the Library building project had no outstanding invoices. The final approval in writing is pending. Treasurer Merritt met with Newtown Savings Bank to go over some final details pending the account transfers. Treasurer Merritt reminded that monies will be transferred as previously approved to the Scholarship Fund. Ted Stevenson made a motion to approve the Treasurer's Report. Mary Spain seconded. All approved.

LIBRARY DIRECTOR'S REPORT: Director Rosato thanked everyone for contacting their State and local representatives regarding the proposed cuts to the State Library budget. The State librarian is shutting down the statewide catalog, called reQuest, by June 1, 2015. Bibliomation remains intact, allowing Bethel Library to still have access to over 60 libraries in the State to borrow books. The state catalog shut down will hugely effect independent libraries, such as Danbury Library and New Fairfield Library which are not members of the Consortium. Some requests will have to be temporarily denied, or patrons will have the option to search for their own books. Director Rosato said that Library may have to place limits on the number of requests made for interlibrary loans. The Library will stop taking requests on June 10, 2015 and the state wide catalog will be shut down on June 30, 2015. School summer reading programs will be impacted to a certain extent. Director Rosato is preparing a press release to inform the public regarding the elimination of the State wide catalog.

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TOWN OF BETHEL
TOWN CLERK

Director Rosato informed that the Oklahoma Correctional Institute is promoting a free digitization project. Bethel High School yearbooks are an appropriate project to take advantage of this opportunity as the only cost is shipping.

To promote reading and encourage fun, the Library will host a calendar of "quirky" holidays. Each month, different themes such as "national blueberry pie day or national cat day" will be displayed throughout the library. These will be chosen randomly by staff and placed on end caps for circulation.

As part of community outreach and involvement, Director Rosato is participating in the Bethel Chamber of Commerce's 1st official "Discover Bethel" website Committee. The committee's focus is to promote awareness of what Bethel has to offer. Logo and branding will be completed in the next 2 weeks. Roll out is scheduled for late August/early September. The Bethel Library will be able to post our calendar items on the Discover Bethel site, as well as promote events, programs and classes.

Director Rosato will be going on vacation next week, Kate or Joanne can be contacted in her absence.

FRIENDS OF THE LIBRARY: Mary O'Leary, reporting for Linda Curtis, confirmed that the Friends of the Library will be having a special book sale on Saturday, May 2, 2015, from 10:00am to 4:00 pm. It will take place on the library lawn, focusing on gardening, grilling, picnics and seasonal fare and will coincide with the Town of Bethel Blooms event. Volunteers are needed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

COMMITTEE REPORTS:

Development Committee: Lisa Johnson confirmed the wine tasting event will take place on Tuesday, September 22, 2015, at the Bethel Library. Board members are asked to donate baskets for a raffle. Volunteers are needed from the Board for the event, including set-up. The Parks and Recreation Department will assist with take down of the event. There will be no meeting in May. There will be a meeting in June, date to be determined.

Planning Committee: Robert Zupperoli absent and no report submitted. Committee member Rich Merritt indicated that the meeting scheduled for April 23, 2015 was cancelled. Director Rosato indicated that Robert Zupperoli will be holding a focus group on Tuesday, April, 28, 2015 for the Board of Education. A draft plan for the Planning Committee is expected within the guidelines previously confirmed. Rich Merritt was asked to submit a marketing plan as part of the process. Next meeting of the Planning Committee is Thursday, May 28, 2015, at 6:30 pm.

Policy Committee:

Financial and Fund Raising Policy:

Robin Kahn, reporting for Gary Passineau, confirmed there were no changes recommended to the by-laws from last year. Robin Kahn made a motion to approve the by-laws as submitted. Discussion ensued. Mary O'Leary proposed an amendment to the financial policy of the by-laws, raising the check writing policy requiring two signatures from \$250 to \$500. Ted

Stevenson made a motion to amend the financial policy of the by-laws, raising the check writing policy requiring two signatures from \$250 to \$500. Lisa Johnson seconded. All in favor. Passed. Robin Kahn made a motion to approve the amended by-laws. Ted Stevenson seconded. All in favor. Passed.

Ted Stevenson made a motion to amend the Financial and Fund Raising Policy, raising the check writing policy requiring two signatures from \$250 to \$500. Lisa Johnson seconded. All in favor. Passed.

Lisa Johnson suggested an amendment to Section 4 of the Financial and Fund Raising Policy regarding the scholarship amount that the Library Board of Directors Scholarship Committee can award. The policy presently states \$1,000.00. Lisa Johnson suggests an amendment to read the Scholarship Committee can award up to \$2,000.00, but not less than \$1,000.00. Discussion. Lisa Johnson made a motion to amend. Ted Stevenson seconded. All approved. Passed.

Robin Kahn made a motion to approve the financial and fund raising policy as amended. Ted Stevenson seconded. All in favor. Passed.

Home Delivery of Library Materials Policy: The Committee developed the forms and policy for volunteers. Lynn Rosato indicated the town attorney and the insurance agents reviewed all of the documents and were consulted regarding the volunteer application form, including waivers and confirmation of insurance coverage. Any changes to the language were made. Please review the policy, as the Board will be voting on this next month.

Patron Behavior Policy: The changes to the Home Delivery of Library Materials Policy need to be incorporated into the patron behavior policy. Please review the policy, as the Board will be voting on this next month.

Chair Murphy asked for clarification on requests from organizations to utilize the library for meeting space. A part of this request requires a certificate of insurance. Chair Murphy asked for the Director and the Committee to obtain clarification from the town attorney regarding how much liability and for what specific coverage is required.

Scholarship Committee: The committee met on April, 13, 2015. The committee received 15 scholarship applications. Each individual application will be evaluated and given a score by each member. A decision for Bethel recipients will be made by May 1, 2015. Chair Murphy will present the scholarship at the award winner's scholarship ceremony.

Budget Fiscal Year 2015/2016: Board of Finance will meet on April 29, 2015 to review the Town budget. Both the Town and Education budgets were defeated. Following this meeting, there will be another town meeting, and a referendum vote.

ADJOURNMENT OF MEETING: Ted Stevenson made a motion to adjourn the meeting. Mary O'Leary seconded. All in favor. Meeting adjourned at 7:47pm.

Respectfully submitted,

Valerie Dawson *BW*
Valerie Dawson,
Recording Secretary