



## BETHEL PUBLIC LIBRARY

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

www.bethellibrary.org

### MINUTES OF REGULAR MEETING

Bethel Public Library Board of Directors

Monday, June 22, 2015 - 6:30 p.m.

Cady Morse Conference Room – Bethel Library

RECEIVED  
2015 JUN 25 PM 10:00

TOWN OF BETHEL  
TOWN CLERK

**PRESENT:** Tia Murphy, Chair, Richard Merritt, Treasurer, Mary Spain, Mary O'Leary, Ted Stevenson, Robin [unclear], Linda Curtis, Robin Grubard, Lynn Rosato, Library Director. Board member Gary Passineau joined at 6:35 pm.

**ABSENT WITH NOTICE:** R. Zupperoli, L. Johnson.

**ABSENT WITHOUT NOTICE:** T. Rotella

**VISITORS:** Amy Schumann, Teen Services Librarian.

**CALL TO ORDER:** Chair Murphy called the meeting to order at 6:31 PM.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** Chair Murphy introduced Robin Grubard who is a new member on the Board, filling Carol Lawlor's term. Chair Murphy spoke about the scholarship award recipient, Quinn Visack, who was presented with the award at the Bethel High School graduation by Chair Murphy. Chair Murphy shared Quinn's handwritten note of thanks to the Board for receiving the \$1,000.00 scholarship. Chair Murphy thanked the Scholarship Committee for their work in evaluating and selecting the recipient.

**APPROVAL OF THE MINUTES from Meeting of May 18, 2015:** Chair Murphy called for approval of the minutes. T. Stevenson requested a grammatical correction to the Library Director's Report, page 2. The description of the repair made to the flagstone in the Lincoln Courtyard should read "the flagstone has been repointed". L. Curtis made a motion to approve the minutes with the correction as stated. M. O'Leary seconded. All in favor. T. Stevenson abstained.

**TREASURER'S REPORT:** R. Merritt, Treasurer, having received approval from the auditors, confirmed the consolidation of accounts at Newtown Savings Bank. Bethel Library Board of Directors members G. Passineau and L. Johnson are authorized to sign the bank signature cards.

Checks were ordered for the new accounts. In order to facilitate deposits of incoming checks into the appropriate accounts, ink stamps were ordered to stamp checks for deposit. R. Merritt confirmed that the transition is still underway to consolidate other accounts; therefore, there is no Treasurer's Report to approve for May. R. Merritt said he will be able to show balances in all accounts for the June Treasurer's Report. Because there is no report for May, there is no vote required for Board approval at this time.

**LIBRARY DIRECTOR'S REPORT:** L. Rosato, Library Director, requested that Founder's Day funds be used for a flower arranging program as well as for the Flower Arranging Contest. No more money is being requested, just a change in how the money is being spent. The Board agreed.

L. Rosato gave an update on the tree replacements in front of the Seeley House. As per the Bethel Tree Warden, two trees were removed and will be replaced with two sugar maple trees by the end of June 2015.

L. Rosato requested \$500.00 to \$1,000.00 to refurbish the Barnum Terrace Garden by the Seeley House. This is a sponsored area. The Development Committee agreed to allocate fund raising monies for landscaping. The labor would involve digging and dividing flowers and plants that already exist to fill in sparse areas, as well as relocating a shrub and tree. Some additional shrubs and perennials would be purchased as needed. Discussion. R. Kahn made a motion to approve the expenditure of up to \$1,000.00 for this landscaping work. T. Stevenson seconded. All approved. The motion carried.

L. Rosato gave an update on the HVAC system. As per information L. Rosato received from D. Arndt, Director of Building Maintenance/Public Works, a town wide assessment for all municipal buildings will be conducted by a third party company (an energy performance contractor) to review the efficiency of the HVAC systems. R. Merritt raised concerns about expiration of the warranty for the Library HVAC system. T. Murphy asked the Board's approval to speak with D. Arndt to discuss the issue. The Board concurred with Chair Murphy to speak with the Mr. Arndt.

L. Rosato handed out the revised Board member list, reflecting the addition of Robin Grubard to replace the position held by Carol Lawlor. L. Rosato distributed sections of the latest Town Charter that pertain to the Library Board and town boards and commissions in general. These sections should replace the sections now in the Board notebook that each Board member has. Also distributed were the latest issue of the Bethel Public Library Newsletter, the latest update of the American Library Association's Interpretation of the Library Bill of Rights, the updated Table of Organization for the Bethel Library, and the final Library Budget for FY 2015-2016.

M. O'Leary asked L. Rosato when the welcome packets will be available. L. Rosato said the welcome packets are being updated and would be available soon. The Library brochures for the packet are at the printer's. The Children's Services Department has a welcome packet for their department at their service desk.

L. Rosato forwarded an e-mail to the Board from the Town Clerk regarding a Freedom of Information workshop to be held on Wednesday August 5, 2015, at the Bethel Municipal Center. There will be a session in the afternoon and one in the evening. All Board members are strongly encouraged to attend.

**FRIENDS OF THE LIBRARY:** L. Curtis reminded that all Library Board members are encouraged to become members of the Friends of the Library. M. O'Leary reported from the Friends meeting held last week that the Friends continue to discuss fund raising ideas for next year and a possible book sale in July, to coincide with the Sidewalk Sale. L. Rosato added that a new children's museum has opened in Newtown and the Library received a complimentary pass good for one year. The pass may be borrowed and gives free admission for up to 2 adults and 5 children.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Staff Presentation:** Chair Murphy introduced Amy Schumann, Teen Services Librarian who talked about services provide from the Teen Library. Ms. Schumann explained that the age range her department covers is grades 6-12. Ms. Schumann is responsible for planning, promoting and implementing programs, acts as the Library's liaison with the middle and high schools, works with ProAccess teen center, selects materials for and develops the Teen Library's book collection, selects and trains volunteers who assist in the Teen Library and provides reference service to this age group. Ms. Schumann also is responsible for selecting and developing the audiovisual collections including digital formats. Librarian Schuman stated that a grant was received recently that will allow an expansion of programs for Teen Services. She went on to describe the various programs and the general focus of Teen Services. R. Grubard suggested introducing some training for middle schoolers on the use of Instagram.

Chair Murphy asked what the board could do to support Teen Services. Amy requested that the Board continue to advocate for them and raise funds, especially to be able to meet the requests from patrons for timely services and programs. Chair Murphy asked Librarian Schumann to help the Board in its efforts to secure adequate funding and support from the Town of Bethel by attending the Bethel Finance Committee budget meetings and the town meetings about the annual budget to show support and interest. Chair Murphy explained that the presence of the Library employees at these critical meetings was to show support for the Library, not necessarily to speak at the meetings.

**Request for line item transfers:** L. Rosato distributed the Library's Line Item Transfers FY 2014-2015 for approval. The remaining \$314.08 would be transferred into Books and Materials. Discussion. R. Kahn made a motion to approve the line item transfers. G. Passineau seconded. All approved.

**Salary Range Schedule FY 2015-2016:** L. Rosato requested the revised Salary Range Schedule for FY 2015-16 be approved. The revised Schedule reflects the decision of the Board for salary

increases. R. Kahn made a motion to approve the revised Salary Range Schedule for FY 2015-2016. M. O'Leary seconded. All in favor. Motion passed.

**COMMITTEE REPORTS:**

**Development Committee:** M. O'Leary reported for L. Johnson that the wine tasting event has been changed to Tuesday, September 29, 2015. A save-the-date notice will be sent out in July. There will be a raffle and silent auction at the event. All Board members are requested to donate silent auction items and make baskets. The next meeting is July 6, 2015.

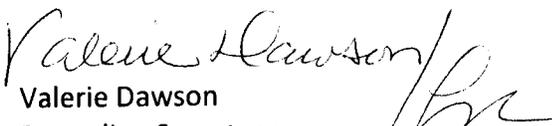
**Scholarship Committee:** Chair Murphy thanked M. O'Leary, L. Johnson, and G. Passineau, members of the Scholarship Committee, for their work in selecting this year's Library Board of Director's Scholarship recipient.

**Planning Committee:** L. Rosato reported for R. Zupperoli who was unable to attend tonight's meeting. Focus groups are finished and surveys are done. L. Rosato and R. Zupperoli will meet Thursday, June 25, 2015 to begin writing the Long Range Plan. The Planning Committee will meet that same night to review this first draft. A draft of the plan will be e-mailed to the Board for review prior to the July meeting.

M. Spain asked if training will be available for Board members to become familiar with the 3D printer and maker space. Chair Murphy agreed and stated that a separate meeting on a mutually agreed upon day would be set up for the Board once the program gets underway.

R. Kahn made a motion to adjourn the meeting. L. Curtis seconded. All in favor. Meeting adjourned at 7:54 p.m.

Respectfully submitted,

  
Valerie Dawson  
Recording Secretary