



## BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

### MINUTES OF REGULAR MEETING

Bethel Public Library Board of Directors  
Monday, July 27, 2015 - 6:30 p.m.  
Cady Morse Conference Room – Bethel Library

**PRESENT:** Tia Murphy, Chair, Richard Merritt, Treasurer, Mary Spain, Robin Kahn, Mary O'Leary, Ted Stevenson, Linda Curtis, Robin Grubard, Robert Zupperoli, Gary Passineau, Lisa Johnson, Lynn Rosato, Library Director.

**ABSENT WITH NOTICE:** None.

**ABSENT WITHOUT NOTICE:** Terri Rotella.

**VISITORS:** Joanne Grumman, Children's Services Librarian.

**CALL TO ORDER:** Chair Murphy called the meeting to order at 6:32 p.m.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** L. Rosato reminded the Board about the notice from the Town Clerk regarding FOI meetings to take place on Wednesday, 8/5/15. Chair Murphy confirmed that you must register to attend the afternoon or evening class, as per the announcement.

**APPROVAL OF THE MINUTES from Meeting of June 22, 2015:** Chair Murphy called for approval of the minutes. T. Stevenson moved to approve the minutes. R. Merritt second. Discussion. M. O'Leary requested a correction to the minutes on page 4: Chair Murphy's thanks to the Scholarship Committee should include G. Passineau, L. Johnson, M. O'Leary and M. Spain. T. Stevenson requested a correction on page 2, paragraph 3: strike "the" before Mr. Arndt. T. Stevenson made a motion to approve the corrections. L. Curtis second. All approved. L. Johnson abstained.

**TREASURER'S REPORT:** R. Merritt, Treasurer, reported that all accounts with Union Savings Bank have been closed and the funds transferred to Newtown Savings Bank. Clarification on line items on the Treasurer's Report was requested by G. Passineau and L. Johnson. Discussion. R. Kahn moved to approve the Treasurer's Report. R. Zupperoli second. All approved.

**LIBRARY DIRECTOR'S REPORT:** L. Rosato, Library Director, noted a correction to be made on the statistics under Teen programs. Attendance should be noted as 12. L. Rosato received a request to put a Red Cross donation bin in the Library parking lot. Discussion. Board not in favor of the request, noting that there are similar donation bins in close proximity to the Library at municipal locations. The "Amazing Race" event is

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going to take place from 1:00 p.m. to 5:00 p.m. on Friday, 7/31/15, with the Library being one stop along the way. Six teams comprised of 4 to 5 students each from the Bethel High School Girls' Soccer Team, will compete in task related projects for entertainment. Discussion. L. Rosato thanked the Friends of the Library Committee for approving \$1,000 to purchase new books and tote bags to be given to each child when getting their first library card. Parents will receive informational packets to inform them of children's services offered at the Library. L. Rosato indicated a "No Parking" sign has been put in place at the designated area where parking problems have occurred in the past. Some parking lines need to be repainted, but an official request for capital funds to repaint the lines would need to be done in the near future.

**FRIENDS OF THE LIBRARY:** L. Curtis reported that there will be a mini Big Book Sale on Saturday, 8/29/15, from 10:30 a.m. to 4:30 p.m. at the Book Cellar. This one day sale will take the place of the previous three day big book sale that was held in the past. Volunteers are needed for the event. Ongoing volunteers are also needed on a regular basis for Wednesdays, Fridays and Saturdays during the school year. Contact L. Curtis to volunteer.

**UNFINISHED BUSINESS:** Chair Murphy talked to D. Arndt of Bethel Public Works about re-evaluating the HVAC system. Heating and cooling issues have been reported previously, as well as problems with alarms going off when water pressure changes in the pipes. D. Arndt indicated that a third party contractor will be conducting an overall evaluation and energy audit of all municipal buildings to determine efficiency of energy use in same. This will include evaluation of the HVAC system at the Library. Chair Murphy will continue to stay in contact with D. Arndt and has asked for a time frame when the evaluation is expected. Discussion. R. Merritt questioned cost expectations the Library may incur. Chair Murphy indicated that any costs incurred will be handled under the Town maintenance budget.

**NEW BUSINESS:**

**STAFF PRESENTATION:** Chair Murphy introduced Joanne Grumman, Children's Services Librarian. Joanne has been with the Bethel Library for 31 years. She works full time and supervises 3 part-time assistants, 4 volunteers and 1 library page whose time is shared between many departments in the Library. Children's Services covers from birth to grade 5 for Bethel children as well as children from the surrounding communities. Services include collections of books, AV and online resources. The goal of Children's Services is to create a positive atmosphere that provides education and entertainment, as well as stimulate children's minds and imagination to develop an early appreciation of books, while learning at the same time. Collections are divided by age, although there is some overlap with Teen Services Department. The collections are categorized as: 1) board books-birth to 2 yrs., 2) picture books-colorful illustrations that also tell a story, 3) easy reader books for children just learning to read, kindergarten through 2 to 3 years old, 4) fiction books are chapter books about imaginary things and stories, 5) non-fiction books are about realistic things, 6) graphic novels tell a complete story in pictures, like cartoons or comic books, and are stepping stones to fiction books. There are parent books to help parents with parenting children. Reference books such as encyclopedias are available but are being used less because of the online resources. There is also a school collection, unique because the entire collection is from donated books; all paperbacks from parents of children who have completed their schooling. There are about 400 books in this collection and they are circulated on a regular basis, both during

the summer and throughout the school year. The media collection includes audio books on CD, a small collection of cassettes, children's DVD's, music CD's and computers to do homework and play games. Children's Services also provides programming of many different kinds all year long, i.e., the Terrific Two's program that offers story time, rhymes, singing and crafts for 2 yr. olds. Many of the department's programs are initiated by suggestions from the public, through surveys, etc. For example, a new program called "Mother Goose" story time will be starting in October 2015 for ages 10 months to 24 months. Residents generally must register to attend programs; however, there are some drop-in programs.

Pre-school story time program is for 3-5 yr. olds. Family story time is held on Saturday mornings once a month. Monday night is PJ's Story Hour where children can come in their pajamas to listen to a story being read. Story craft hour is held after school, once a month, for grades K-2, with crafts, activities and games. Books and Bricks, (the Legos) program, is held on Sunday afternoon, once a month. There are two chess clubs, coordinated by a chess master and include competitions for grades K-3 and grades 4-7. The Bethel Women's Club assists with the summer reading kick-off program which is a U.S. statewide program, held each year, to encourage children to read 6 books or more during the summer months. Last year 402 children participated. J. Grumman indicated her department will be doing more community outreach and is looking to revive a previous program called guest readers – where the Library staff goes out to the schools to read and encourage participation at the Library. School tours take place all year long for visiting schools to see the other services the Library offers. J. Grumman also spoke of having previously received a grant from Target to purchase pre-school children's books. Children's staff visited the pre-schools to do story hour and left the books for loan at the schools. This program had been started before and will resume at pre-schools this year.

Chair Murphy asked if there is anything the Board could do to help the Children's Services Department. As the Department Head, J. Grumman responded that staffing could be better, with the possibility of adding a full time position. More funding would always be put to good use, particularly to run programs for the public.

### **COMMITTEE REPORTS:**

**Development Committee:** L. Johnson reported updates on preparations for the wine tasting event to be held on Tuesday, 9/29/15. L. Rosato indicated that an advertisement for the event is expected to be posted by first week of August. Tickets will be available online for those wishing to pay by credit card. Board members are asked to sign up for gift basket donations and volunteer for duties the day of the event. The next meeting of the Development Committee will be 8/10/15.

**Personnel Committee:** G. Passineau reported that the Committee is in the process of reviewing seven job descriptions, many of which had not been reviewed since 2002. The Committee provided a draft of the suggested changes for the Board to review prior to the meeting. Discussion. To allow further time for the Board to review, R. Zupperoli made a motion to move the final vote to approve revised job descriptions to the August Board meeting. R. Merritt second. All in favor. G. Passineau abstained.

**LIBRARY DIRECTOR'S EVALUATION:** Charge Personnel Committee - Chair Murphy informed that the Library Director's evaluation is due. This evaluation has been assigned the responsibility of the Personnel Committee. G. Passineau, Chair of the Committee, will coordinate the evaluation.

**PLANNING COMMITTEE – Long Range Plan:** R. Zupperoli asked if the Board had any questions or changes to the draft Long Range Planning document that was forwarded to all members. The draft plan is the result of focus groups and survey responses submitted by public patrons. Discussion. Board members have until Friday, 7/31/15, to get any further comments or changes to R. Zupperoli. A vote to approve the Plan will take place at the August Board meeting.

**ADJOURNMENT:** L. Johnson made a motion to adjourn the meeting. M. O'Leary seconded. All in favor. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

*Valerie Dawson*  
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Recording Secretary