



BETHEL PUBLIC LIBRARY

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MINUTES OF REGULAR MEETING

Bethel Public Library Board of Directors

Monday, November 23, 2015 - 6:30 p.m.
Cady Morse Conference Room – Bethel Library

PRESENT: Tia Murphy, Chair, Richard Merritt, Mary O'Leary, Ted Stevenson, Gary Passineau, Mary Spain, Robin Grubard, Lisa Johnson, Robin Kahn and Robert Zupperoli.

ABSENT WITH NOTICE: Linda Curtis and Lynn Rosato, Library Director.

ABSENT WITHOUT NOTICE: Terri Rotella

VISITORS: None.

CALL TO ORDER: Chair Murphy called the meeting to order at 6:31 p.m.

PUBLIC INPUT: None.

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

APPROVAL OF THE MINUTES from Meeting of October 26, 2015: Chair Murphy asked if there were any changes to the Bethel Public Library Board of Directors Meeting Minutes from October 26, 2015. G. Passineau asked for the spelling of Connecticut to be corrected to Connecticut under the Library Director's Report and R. Grubard asked for the spelling of her last name to be corrected under Treasurer's Report. G. Passineau made a motion to approve the minutes with corrections as stated. T. Stevenson seconded. All in favor. R. Zupperoli abstained as he was not present at the October 26, 2015 meeting.

TREASURER'S REPORT: R. Merritt, Treasurer asked if there were any questions to the Treasurer's Report distributed prior to the meeting. Because interest rates have remained low during his time as Treasurer, he reminded that the incoming Treasurer should consider investments with higher interest and consider giving only one student scholarship annually. M. O'Leary made a motion to approve the Treasurer's Report for October 2015 as presented by R. Merritt. R. Kahn seconded. All in favor.

LIBRARY DIRECTOR'S REPORT: Chair Murphy, reporting for L. Rosato, Library Director, asked if there were any questions on the Library Director's Report distributed prior to the meeting. Chair Murphy referred to the miscellaneous item in the report, regarding application made by The Friends of the Library to partner with Fairfield County's Community Foundation for the Third Annual Giving Day on March 10, 2016, to solicit funds on behalf of the Bethel Library.

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TOWN CLERK

More information will be forthcoming from L. Curtis. L. Johnson shared that the Annual Giving Day is an opportunity for non-profits to advertise and raise funds through donations made via on-line, e-mail and Facebook donations for that one day, March 10, 2016. Friends of the Library would be the one to make the application as they are the non-profit.

M. O'Leary noted that although name badges were received and distributed, the wearing of badges by Library staff is not consistent. Chair Murphy will bring that to the attention of the Library Director.

FRIENDS OF THE LIBRARY REPORT: M. O'Leary reported for L. Curtis and asked that the Board support the Holiday Book Sale which will take place on Friday, November 27, 2015 from 11:00 a.m.-4:00 p.m. in the Community Room and the Book Cellar. Holiday themed books, CD's and DVD's will be on sale. There will also be new books on sale from local authors. Contact L. Curtis for additional help that may be needed on November 27, 2015.

UNFINISHED BUSINESS: Chair Murphy provided information on the Freedom of Information hearing that Chair Murphy, L. Rosato, K. Soboleva, M. Lawlor and Paula Antolini attended on November 3, 2015 in Hartford. The hearing judge will submit her finding which will be sent to the Freedom of Information Commission for final judgment. The Freedom of Information Commission meets the second and fourth Wednesdays of the month, will make a final ruling and all will be notified.

Chair Murphy reported that she and L. Rosato and M. Knickerbocker, First Selectman, met with the donors of the collection to be donated to the Bethel Public Library. The value/assessment of the collection is being compiled. The donors are to provide a letter regarding their donation to the Bethel Public Library, including the value of the collection per written assessment, a list of the items within the collection, as well as money that the Bethel Library is to hold in encumbrance to pay for framing and securing the items in the collection. This letter is expected from the donors by the date of the next Bethel Library Board of Director's Meeting on December 14, 2015. Once Bethel Library has received a detailed inventory of the items, security will be notified and will commence securing the collection. The donors were also pleased to hear that the collection will be digitized.

NEW BUSINESS:

COMMITTEE REPORTS:

Planning Committee: R. Zupperoli reported that he obtained a price quote for the printing of the publication of the Long Range Plan from Lawlor Printing in the amount of \$490.00. This estimate represents \$290.00 for the creative design and the remaining \$200.00 is an estimate for offset printing of 100 books, 14 pages each, spiral bound, including title, cover page, table of contents, binding and full color, including photographs of the facility and programs available. Discussion. G. Passineau reminded that this document gives direction to the Board over a five year period and should be available to the public on the Bethel Public Library web site. Placing a pdf version of the Long Range Plan for the public to view on the web site was already approved at the Bethel Library Board of Director's Meeting on August 24, 2015. Discussion. R. Zupperoli made a motion to approve the sum of \$490.00 for the booklet of the Long Range Plan to be produced. M. O'Leary seconded. Motion failed. R. Zupperoli abstained. R. Zupperoli made a motion that a member of the Library staff be charged with the task to design, do the layout and produce a document to be in pdf format to be posted on the Bethel Public Library web site. R. Kahn seconded. All in favor. R. Zupperoli abstained.

Personnel Committee: G. Passineau reported that the Committee met on October 29, 2015 to discuss the preliminary 2016-2017 Personnel budget including focus on the Library staff's income and salary rewards, to be presented at the November 23, 2015 Bethel Public Library Board of Director's meeting. The Library Board of Director's performance evaluation was also completed.

Technology Committee: R. Merritt reported that the Technology Committee met on October 29, 2015 to discuss the preliminary 2016-2017 budget to be presented at the November 23, 2015 Bethel Public Library Board of Director's Meeting.

Finance Committee: R. Merritt reported that the Finance Committee met on November 12, 2015 to review personnel and other budget recommendations for FY 2016-17. Chair Murphy distributed material prepared by Library Director Rosato on the proposed Capital Plan Budget 2016-17. Comptroller B. Kozlowski suggested that capital budgets be broken down into two categories: capital items and maintenance items. The Town wants to implement a regular 3 to 5 year maintenance cycle. Discussion.

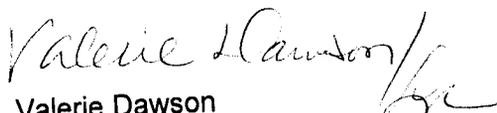
Nominating Committee: L. Johnson announced the proposed nominees for election to the Bethel Public Library Board of Directors for 2016. The election of new officers will take place at the January 2016 meeting. The nominees are President, T. Stevenson, Vice President L. Johnson, Secretary, R. Kahn and Treasurer, T. Murphy. T. Stevenson made a motion to accept the nominations. M. Spain seconded. All in favor.

HOLIDAY SCHEDULE: Chair Murphy proposed that the Bethel Public Library should follow the same scheduled opening and closing dates and times as the Town Hall and other municipal buildings. Discussion. T. Stevenson made a motion to approve the same holiday schedule as the town municipal buildings. M. Spain seconded. All in favor.

HOLIDAY DECORATIONS AND STAFF PARTY: G. Passineau reported that T. Rotella will be providing pricing on 14 poinsettia plants from Hollandia. R. Zupperoli made a motion to approve the holiday decorations and staff party budget up to \$300. R. Kahn seconded. All in favor. Chair Murphy asked if the Board members would like to meet for dinner after the Bethel Library Board of Directors Meeting on December 14, 2015. Members declined.

ADJOURNMENT: Motion was made by T. Stevenson to adjourn the meeting, seconded by R. Zupperoli. All in favor. Meeting was adjourned at 8:14 pm.

Respectfully submitted,


Valerie Dawson
Recording Secretary