



BETHEL PUBLIC LIBRARY
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www.bethellibrary.org

**MINUTES OF SPECIAL MEETING
BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS**

November 4, 2013 – 7:00 p.m.
Maria Parloa Community Room - Bethel Public Library

RECEIVED

2013 NOV -6 A 10:09

TOWN OF BETHEL
TOWN CLERK

PRESENT: Jane Bickford, Chairman, Robin Kahn, Mary Spain, Tia Murphy, Linda Curtis, Terri Rotella, Mary O'Leary, Carol Lawlor and Lisa Johnson.

Lynn Rosato, Library Director, by phone

ABSENT WITH NOTICE: Robert Zupperoli, Richard Merritt and Gary Passineau

VISITORS: None

Chairman Bickford called the meeting to order at 7:04 p.m.

There being no flag in the room, the Pledge of Allegiance was not recited.

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS: Director Rosato has distributed information regarding two upcoming workshops. Board members are encouraged to attend.

APPROVAL OF SEPTEMBER 23, 2013 MEETING MINUTES: Mary O'Leary moved to approve the minutes. Linda Curtis seconded the motion. The motion passed, with Carol Lawlor, Terri Rotella and Lisa Johnson abstaining.

TREASURER'S REPORT: Robin Kahn moved to accept the Treasurer's report for September as presented. Mary Spain seconded the motion. The motion passed.

LIBRARY DIRECTOR'S REPORT: There were no questions regarding the Director's written report.

FRIENDS OF THE LIBRARY: Linda Curtis reported that Jane Bickford has prepared a new grant application to the Meserve Memorial Fund for additional equipment and software for the Business and Technology Center. Book collections will resume next Wednesday, November 13, 2013 from 6 to 7:30 p.m. at the Municipal Center. The Friends will be holding a mini-sale of new items such as stocking stuffers and hostess gifts the day after Thanksgiving. The sale will

be held between 11 and 2:00 at a location to be determined. Board members are encouraged to contribute items.

UNFINISHED BUSINESS: None

NEW BUSINESS:

COMMITTEE REPORTS:

Policy Committee: Robin Kahn made a Committee motion to approve the revisions to the Financial and Fund Raising Policy that were proposed by the Committee. The motion passed.

Robin Kahn made a Committee motion to readopt the Bylaws as written. The motion passed.

Development Committee: Tia Murphy reviewed the wine tasting fund raiser summary that she prepared. The event netted \$8,132.56. A discussion ensued regarding the Committee's recommendations for future events.

Tia Murphy made a Committee motion to encumber \$2,500.00 from the proceeds of the wine tasting event as seed money for future fundraising events. Discussion ensued. Ms. Murphy withdrew her motion and then moved to encumber \$2,500.00 from the proceeds of the wine tasting event as seed money for Development Committee activities. The motion passed.

Technology Committee: In the absence of Committee Chair Rich Merritt, Lynn Rosato reported that the Committee met to discuss technology line items for the proposed FY 2014-2015 budget.

Personnel Committee: Carol Lawlor reported that the Committee met to discuss line items for the proposed FY 2014-2015 budget regarding personnel. The Committee will meet again on November 21, 2013 at 7:00 p.m. to continue the evaluation process for the director.

Finance Committee: The Committee will meet on November 21, 2013 at 6:00 p.m. to finalize the proposed budget for FY 2014-2015.

Nominating Committee: Robin Kahn moved that Carol Lawlor, Gary Passineau, Jane Bickford and Mary O'Leary serve on this year's Nominating Committee. Terri Rotella seconded the motion. The motion passed. The Committee will present a recommended slate of officers to the Board at the December meeting and a vote will take place in January.

Board members whose terms are expiring (Jane Bickford, Robin Kahn, Robert Zupperoli and Mary O'Leary) should notify their respective Town Committee chairs if they would

like to be reappointed to the Board. Chairman Bickford announced that she is retiring from the Board at the end of this term.

PIANO: The grand piano that was donated to the Library by Richard Zielinski needed to be repaired and tuned. This work is in progress and will be completed in time for the upcoming musical event scheduled for November 7, 2013. Terri Rotella moved to encumber up to \$1,500.00 from the Building Fund for repairs and tuning. Robin Kahn seconded the motion. The motion passed.

BUILDING PROJECT UPDATE: Chairman Bickford reported that substantial progress has been made with regard to items on the punch list. A discussion ensued regarding the amount of money that is expected to be available for furniture purchases.

ADJOURNMENT: Linda Curtis moved to adjourn the meeting. Tia Murphy seconded the motion. The motion passed and the meeting was adjourned at 8:30 p.m.

Respectfully submitted, *BW*

Robin A. Kahn

Robin A. Kahn, Secretary