

## BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS MEETING

~May 19, 2008~

The monthly meeting of the Board of Directors of the Bethel Public Library was held at the Bethel Public Library on May 19, 2008.

### Present

Linda Curtis, Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Shani Burke-Specht, Bob Crnic, Connie Booth, Gail Slifkin, Jane Shannon, Gary Passineau, Terri Rotella

### Absent

None

### Library Staff

Director Lynn Rosato

### Call to Order

The Chair, Shani Burke-Specht, called the meeting to order at 7:02 PM.

### Introduction of Guests

Members of the public, Gail Dickerman and Sandy Lozano were welcomed.

### Public Comments

There were no public comments.

### Correspondence

Director Rosato received a patron comment regarding ADA accessibility for one of the restrooms and a letter soliciting a donation from the Bethel High School Post Prom Committee.

Geraldine Mills moved to add a request for building use to the agenda. Second by Gail Slifkin. Motion passed by unanimous vote.

Geraldine Mills moved to add an executive session to the agenda to continue discussion regarding the "private donation". Second by Connie Booth. Motion passed by unanimous vote.

### Minutes

Geraldine Mills moved to accept the minutes of April 28, 2008. Second by Lorraine Go. An amendment was made to state that the purpose of the executive session was to discuss the financial implications of an anonymous donation to the library. In attendance were Linda Curtis, Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Shani Burke-Specht, Bob Crnic, Connie Booth, Gail Slifkin and Jane Shannon.

Director Rosato requested a sentence be added to the motion regarding the card/keypad item to reflect \$1,000 would come from account #206 and the remaining \$1,300 would come from Board funds. She also asked that the minutes be amended to reflect that the token of appreciation for the volunteers would come from the Library Supplies Account.

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MAY 21 2008

TOWN OF BETHEL  
TOWN CLERK

Geraldine Mills stated, for the record, that when the meeting recesses to move to the downstairs of the library, that it is very difficult to do proper work at the small tables while sitting in the children's chairs. Discussion followed regarding the location of the monthly meetings. The Chair will investigate holding meetings during the warmer weather, at the Town Hall where there will also be air conditioning to make the Board members more comfortable.

Mrs. Mills rescinded her motion. Mrs. Go also rescinded her second. Mrs. Mills then moved to accept the minutes as amended. Second by Leslie Mason. Gary Passineau and Teri Rotella abstained due to their absence for the April 28, 2008 meeting. All others voted in favor. Motion passed.

Geraldine Mills moved to accept the minutes of the Special Meeting held on May 8, 2008. Second by Linda Curtis. The minutes were amended to eliminate "Lynn Rosato asks" to *tasks* and to remove Terri Rotella from the Corporations/Organizations to Solicit Committee. Mrs. Mills moved to accept the minutes as amended. Second by Linda Curtis. Discussion followed. Gary Passineau and Teri Rotella abstained.

Mrs. Mills rescinded her motion and Linda Curtis rescinded her second. The minutes were amended to also clarify the "list" as *the list for the personal solicitation of the top 25 residents* and to add "*the subcommittees of the Development Committee*" to Mrs. Mills amended motion and to add the words "*Board and*" Special Development meeting under progress reports. Mrs. Mills moved to accept the minutes as amended. Second by Linda Curtis. Discussion followed.

Mrs. Mills rescinded her motion and Linda Curtis rescinded her second to also amend the minutes to state that Teri Rotella left the meeting at 8:45 PM due to a lost connection. Mrs. Mills moved to accept the minutes as amended. Second by Linda Curtis. Linda Curtis, Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Bob Crnic, Gail Slifkin, Jane Shannon voted in the affirmative, Gary Passineau and Teri Rotella abstained and Connie Booth cast a negative vote. Motion passed with 8 in favor, 1 opposed and 2 abstentions.

#### **Reports:**

**Librarian's Report:** Director Rosato advised that several security lights did not illuminate during a recent power outage and that the matter was under investigation. She also discussed maintenance and litter control of the front entrance and the Redding Roasters fundraiser. The Director distributed copies of the Line Item Transfer FY 2007-08. Discussion followed regarding returning some of the remaining funds back to the Town. Connie Booth moved to transfer remaining funds into the book and materials account. Second by Eileen Freebairn. Motion passed by unanimous vote. The Director also advised that she submitted a self-evaluation. The Director's evaluation would be addressed at the June meeting. Chair Burke-Specht noted, for the record, that the Director's evaluation has not been done for three years. Geraldine Mills moved to accept the Librarian's Report. Second by Connie Booth. Motion passed by unanimous vote.

**Treasurer's Report:** Treasurer Eileen Freebairn gave an overview of her report dated May 19, 2008. She also stated that the auditor brought to her attention, that there might be some old stock owned by the Board. She gave a brief overview of her research into the matter. The Chair stated that she learned of the matter at 8:00 PM on May 18, 2008 and that she spoke with the comptroller. The Comptroller will speak with the auditor to try to determine the disposition of the stock that the Board may or may not own. Jane Shannon moved to accept the Treasurer's Report. Second by Geraldine Mills. Motion passed by unanimous vote.

## **Reports of Committees:**

### **Development Committee:**

**Top 25 Solicitations:** Connie Booth announced that a large pledge was received as a result of the first mailing. The solicitation list was discussed. Follow-up phone calls are planned. Naming opportunities and the mass mailing were also discussed.

**Events:** Bob Crnic discussed the Memorial Day Parade event. He stated that an open house/awareness event would be planned to coincide with the Sidewalk Sales in July. The Chair advised that the Bethel Historical Society offered to do games on the library lawn with some of the children to give parents the opportunity to tour the second floor.

**Corporations:** Jane Shannon accepted the Chair and will develop a plan.

**Grants:** Leslie Mason advised that two grant applications were under consideration. Linda Curtis distributed copies of the list of possible grant opportunities.

**Personal Solicitations-Other:** A meeting will be scheduled.

**Policy Committee:** Connie Booth advised that the committee was not able to meet.

**Scholarship Committee:** Geraldine Mills informed the Board that a student has been selected to receive the scholarship. She stated that 17 applications were received. Jane Shannon moved to award the scholarship to the student selected by the Committee. Second by Connie Booth. Motion passed by unanimous vote.

Mrs. Mills also asked the Board to consider awarding two \$500 scholarships next year. Discussion was tabled for a future meeting.

## **Unfinished Business**

**By-law Update:** Connie Booth stated that the Committee was not able to meet, but a meeting will be scheduled.

## **New Business**

**Purchase Order Policy Review:** Chair Burke-Specht requested that purchase orders be available at meetings to facilitate reimbursement of expenses incurred by board members. Purchase orders were discussed.

**Develop Activity Tracking System:** Copies of the proposed Committee Activity Tracking Form for capital campaign activities. were distributed and discussed. Gail Slifkin moved to accept the form as presented. Second by Teri Rotella. Motion passed by unanimous vote.

**Building Use Request:** Director Rosato stated that she received a request from Suzanne Morton to hold a photography exhibit from June 3 through July 3, 2008 and to hold a reception in the library on June 7<sup>th</sup>. Gary Passineau moved to approve the request. Second by Jane Shannon. Insurance issues were discussed and will be researched. Linda Curtis volunteered to attend as a representative of the Library Board. Motion passed by unanimous vote.

At 9:18 PM Geraldine Mills moved to go into executive session for the purpose of continuing discussion regarding the "private donation". Second by Gail Slifkin. Motion carried by unanimous vote. Linda Curtis, Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Shani Burke-Specht, Bob Crnic, Connie Booth, Gail Slifkin, Jane Shannon, Gary Passineau, Terri Rotella were in attendance.

Connie Booth moved to come out of executive session at 9:35. Second by Linda Curtis. Motion passed by unanimous vote. There were no votes recorded.

**Adjournment:**

Linda Curtis moved to adjourn at 9:36PM. Second by Jane Shannon. Motion passed by unanimous vote.

Respectfully submitted,



Dorathea A. Gulya-Stasny  
Recording Secretary

Note: Reports referred to are on file at the library.

**BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS  
TREASURER'S REPORT  
ENDING DATE 5/19/08**

**CHECKING ACCOUNT**

**BEGINNING BALANCE**      **DATE** 4/28/08      **AMOUNT** 5,168.63

<b>INCOME DATE</b>	<b>SOURCE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
1.			
2.			
3.			
<b>TOTAL INCOME</b>			<u>.00</u>

<b>EXPENDITURES CHECK NO.</b>	<b>DATE</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
1.				
2.				
3.				
4.				
5.				
<b>TOTAL EXPENDITURES</b>				<u>.00</u>

**ENDING BALANCE**      **DATE** 5/19/08      **AMOUNT** 5168.63

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**OTHER ACCOUNTS**

<b>ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>INTEREST</b>	<b>NET TRANSACTIONS</b>	<b>ENDING BALANCE</b>
MONEY MARKET	23,127.24	47.52	2605.22	25,779.98
BUILDING FUND	48,714.19	78.82	2458.30	51,251.31
GRANTS FUND	4,500.00		257.03	4,242.97
SCHOLARSHIP FUND	12,394.80			12,394.80
WACHOVIA SECURITIES				7,203.00