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TOWN OF BETHEL
TOWN CLERK

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS MEETING ~June 23, 2008~

The monthly meeting of the Board of Directors of the Bethel Public Library was held at the Clifford J. Hurgin Municipal Center in Meeting Room A.

Present

Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Chair Shani Burke-Specht, Bob Crnic, Connie Booth, Jane Shannon, Terri Rotella, Gary Passineau, Eileen Goodrich (Emeritus), Mary O'Leary (Emeritus)

Absent

Linda Curtis

Library Staff

Director Lynn Rosato

Call to Order

The Chair, Shani Burke-Specht, called the meeting to order at 7:01 PM. Chair Burke-Specht led everyone in the room in the Pledge of Allegiance.

Introduction of Guests

Members of the public introduced themselves.

Public Comments

Mary O'Leary (no address given), representing the Friends of the Bethel Public Library presented a check from a recent Cookbook Sale.

Jane Bickford- 3 Vera Drive submitted a document to the Chair regarding the annual evaluation for 2007 for Director Rosato.

Jennie Tessar- 97A Chestnut Street, President of the Friends spoke on items #2 and #4 under New Business.

David Rist-10 Shelter Rock Road spoke on item #4 under New Business.

Sandy Lozado-20 Katrina Circle made inquiries, which were taken under advisement.

Eileen Goodrich (Emeritus) 6 Aunt Patty's Lane West was present to provide clarification on agenda items.

Trisha Lewis (no address given) spoke on item #4 under New Business.

Geraldine Mills excused herself at 7:13 and returned at 7:16.

Leslie Mason moved to add agenda item #5, E-mail dated June 1, 2008 from a Board Member Regarding Work Performance. Second by Jane Shannon. Discussion followed. Mr. Crnic discussed his objection to the agenda item and video cameras that were in the room. He stated, for the record, that one of the cameras was run by a Democratic Town Committee member. Eileen Freebairn, Leslie Mason, Lorraine Go, Bob Crnic,

Connie Booth, Jane Shannon, Terri Rotella, Gary Passineau voted in the affirmative. Geraldine Mills cast a negative vote and Chair Burke-Specht abstained. Motion carried 8/1 and one abstention.

Connie Booth moved to add agenda item #6, Grounds Use Request. Second by Eileen Freebairn. Motion passed by unanimous vote.

Geraldine Mills moved to add item #7, E-mail from Director Rosato and Attachment -Capital Campaign 2002-2004- List of Donors. Second by Bob Crnic. Connie Booth, Jane Shannon, Eileen Freebairn, Gary Passineau and Terri Rotella cast negative votes. Bob Crnic, Lorraine Go, Chair Burke-Specht, Leslie Mason and Geraldine Mills voted in the affirmative. The motion failed 5/5 lacking a majority vote.

Bob Crnic moved to add agenda item #8, Development Committee, June 12, 2008 meeting minutes. Second by Geraldine Mills. Discussion followed regarding the content of the minutes. Mr. Crnic withdrew his motion. Mrs. Mills withdrew her second. The item would be discussed under the Development Committee.

Correspondence

Chair Burke-Specht read the letter of resignation from Gail Slifkin. Connie Booth read a letter from Jerry DeLeo regarding item #4 under New Business.

Minutes

Gary Passineau moved to accept the minutes of May 19, 2008. Second by Geraldine Mills. Director Rosato requested clarification regarding the amendments to the minutes of the Special Meeting on May 8, 2008 in order change the time Teri Rotello left the meeting to 8:00 and Gail Slifkin left the meeting at 8:45 due to a lost connection. Gary Passineau moved to approve the minutes of May 19, 2008 as amended. Second by Geraldine Mills.

Reports:

Librarian's Report: Director Rosato reminded Board members about the Redding Roasters Fundraiser. Lorraine Go 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 23, 2008. Treasurer Freebairn and Eileen Goodrich (Emeritus) gave a brief overview and discussed the history of the "document" regarding the possibility of ownership of some old stock. The document has been lost with the death of former Board member Bob Antanaitis. The Director has a file containing the account number. Bob Crnic moved to request that the Director to submit any documents in her possession to the Comptroller for further review. Second by Geraldine Mills. Motion passed by unanimous vote.

Jane Shannon moved to accept the Treasurer's Report. Second by Geraldine Mills. Motion passed by unanimous vote.

Reports of Committees:

Development Committee: Connie Booth reported that the Development Committee met. She discussed the content of the meeting. Discussion followed regarding agendas, discussions at meetings and notification by Board members of their attendance at meetings.

8. June 12, 2008 Meeting Minutes: The agenda item added by Mr. Crnic was discussed. Mr. Crnic discussed a statement in the Development Committee meeting of June 4, 2008 regarding his continuation on the Committee. The Grand List, Donor List, naming opportunities, communication with the Library Director and other committee members and the previous development plan were discussed. Mrs. Booth discussed the Rubino donation and fundraising strategies.

Mrs. Booth discussed and proposed a fundraising concert by Steve Lippa for the late fall. Connie Booth moved to approve the Steve Lippa concert for September 2009. Gary Passineau moved to table the motion until such time that sufficient information is received. Second by Bob Crnic. Motion passed by unanimous vote.

- a. **Top 25 Solicitations:** Phone contacts and the approach to prospective donors were discussed. Mrs. Booth gave an update on her contacts to date.
 - b. **Events:** Bob Crnic advised that he attended a planning session with Lorraine Go regarding a proposed rock concert on July 19, 2008 and that volunteers were needed. Discussion followed.
 - c. **Corporations:** There was no report with reason.
 - d. **Grants:** Leslie Mason advised that the Grant Committee met and research is underway. Another meeting will be planned. Mrs. Mason moved to accept Karen King as a volunteer on the Grant Sub-Committee to assist with grant applications. Second by Geraldine Mills. Motion passed by unanimous vote. Geraldine Mills requested that sub-committee agendas be sent to all Board members to provide an opportunity to attend and view minutes online.
- Personal Solicitations-Other:** Bob Crnic requested further information.

Finance Committee Report: Chair Burke-Specht advised that the Finance Committee needed to schedule a meeting.

Scholarship Committee Report: Geraldine Mills read a letter she received from Bethel High School acknowledging the scholarship. She reported that Courtney Taylor is the 2008 recipient.

Unfinished Business

Policy Committee Presentation of By-law Amendment; Connie Booth distributed copies of the proposed revisions and asked Board members to review the information. Which will be discussed at the July 28, 2008 meeting. Geraldine Mills moved to send the document to the Town Attorney. After discussion, Mrs. Mills rescinded her motion.

New Business

1. FOI Regulations/Taking Minutes: Chair Burke-Specht reviewed and discussed FOI filing requirements and the approach for minutes and conversations with the Town Clerk. Discussion followed regarding the receipt of minutes by volunteers via email, filing meeting calendars and the addition of agenda items.

2. Budget Considerations: The public meeting and budget cuts were discussed. Board members were encouraged to vote July 1, 2008. Director Rosato discussed staffing, Sunday closures during the summer, the past practice of paying time and one half to staff for Sunday hours. The utilization of additional volunteers, the forces driving budget reductions, reduction of services and impacts to the capital campaign were also discussed. Gary Passineau stated, for the record, that he appreciates the detail, professionalism and information provided by Director Rosato to the Board. The distribution of the window decals and balloons was discussed. Terri Rotella moved to distribute the window decals free of charge. Second by Connie Booth.

Eileen Freebairn, Leslie Mason, Lorraine Go, Geraldine Mills, Bob Crnic, Connie Booth, Jane Shannon, Terri Rotella, Gary Passineau voted in the affirmative. Chair Burke-Specht cast a negative vote. Motion passed 10/1.

3. Final Budget Transfers: Director Rosato discussed the balance of \$3,866.63 remaining in #104 Other Salaries account. Eileen Freebairn moved to transfer the remaining balance to the Books and Materials Account. Second by Gary Passineau. Motion passed by unanimous vote.

5. Email dated June 1, 2008 from a Board Member Regarding Work Performance: Leslie Mason read a statement objecting to the content of the email. Chair Burke-Specht discussed her approach to handling the issue. Discussion and debate followed regarding the email of June 1, 2008, the use of email and sponsorships. Geraldine Mills called a point of order advising that this matter should have been placed in executive session. Chair Burke-Specht asked for a motion to move discussion to executive session. Gary Passineau so moved. Second by Jane Shannon.

6. Grounds Use Request: Director Rosato advised that she received a request from the Friends of the Bethel Public Library to use the Lincoln Courtyard for a book sale during the Sidewalk Sale Days. Connie Booth moved to approve the request. Second by Terri Rotella. Motion passed by unanimous vote.

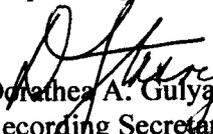
Mr. Crnic stated, for the record, that he would be resigning from the Development and Events Committees because of the cameras in the room from Democratic Town Committee members and that he was being harassed. He stated that he would, however remain on the Library Board of Directors.

4. Director Evaluation, Step 1- Eileen Goodrich (Emeritus) discussed her reasons for attending the meeting and Director Rosato's 2005 evaluation. Chair Burke-Specht gave an overview of the process utilized for the approach to Director Rosato's current evaluation. Director Rosato requested that her Evaluation, Step 1 be conducted in an open forum. Packets were distributed to Director Rosato and Board members containing a self-addressed envelope. There would be an executive session prior to discussion with Director Rosato to enable discussion by Board members. Mary O'Leary (Emeritus) requested that she and Eileen Goodrich (Emeritus) be included in the Board session. Chair Burke-Specht took the question under advisement. The State Library Board recommends that the Library Director be present when staff members are interviewed for the purpose of a mid-year review.

Adjournment:

Leslie Mason moved to adjourn at 9:46PM. Second by Bob Crnic. Motion passed by unanimous vote.

Respectfully submitted,


Dorothea 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 6/23/08

CHECKING ACCOUNT

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

INCOME DATE	SOURCE	PURPOSE	AMOUNT
1.			
2.			
3.			
TOTAL INCOME			<u>100</u>

EXPENDITURES CHECK NO.	DATE	PAYEE	PURPOSE	AMOUNT
1. 1437	5/21/08	Courtney Taylor	Scholarship	500.00
2. 1438	6/4/08	Baker + Taylor	Leona Altman Gift	29.19
3.				
4.				
5.				
TOTAL EXPENDITURES				<u>529.19</u>

ENDING BALANCE **DATE** 6/23/08 **AMOUNT** 4639.44

OTHER ACCOUNTS

ACCOUNT	BEGINNING BALANCE	INTEREST	NET TRANSACTIONS	ENDING BALANCE
MONEY MARKET	25,179.98	51.90		25,831.88
BUILDING FUND	51,251.31	84.08	1,707.07	53,042.46 5/30
GRANTS FUND	42,42.97		1,371.20	2871.77 5/30
SCHOLARSHIP FUND	12,394.80			12,394.80 4/5
WACHOVIA SECURITIES			1/8/08	4,203.00



BETHEL PUBLIC LIBRARY
189 Greenwood Avenue, Bethel, CT 06801
203-794-8756 Fax 203-794-8761
www.bethellibrary.org

DIRECTOR'S REPORT TO THE BOARD

June 2008

FOR BOARD CONSIDERATION:

- **LIBRARY BUDGET 08-09:** The Library's budget has been reduced by \$81,287 from our original request of \$825,717. This kind of cut is devastating, is very difficult to absorb, and will affect Library services for years to come. Though reductions in every line item should be considered, much of the \$60,000 lost as a result of 2 budget defeats will likely come from the Personnel lines and the Books and Materials line. These recommendations assume no further cuts.

Recommendations for Personnel include one or more of the following: closing Sundays (\$11-\$12,000), reducing and/or deferring COLA, opening one half hour later at 10 am instead of 9:30, closing one morning or one evening. Areas to consider from Books and Materials include reducing magazine subscriptions, reducing reference titles purchased annually (continuations), plus reductions to all other areas, i.e. online databases, audio visual, and circulating books for adults, teens, and children.

Additional reductions can be made from Supplies by eliminating or reducing scope of print newsletter (we'll still have the email newsletter), eliminating printing and mailing of overdue notices (these also can be emailed) and from Equipment Maintenance by purchasing only computer desktops or mini-towers and keeping existing keyboards, monitors and mice. Reductions may also be considered from Dues & Services, Employee Ed and Programs.

I will get as many cost figures as possible for each recommendation in time for Monday's meeting.

- **YEAR END TRANSFERS:** Due to short term disability leave taken by a full time staff person, there will be about \$3,800+ remaining in the -104 Other Salaries account. I am requesting this amount be transferred to Books and Materials. I'll have an exact figure for Monday's meeting.

CAPITAL CAMPAIGN:

The Development Committee and the Personal Solicitation and Grants subcommittees have met since the last board meeting. Three families responded to the campaign packet mailing sent by Personal Solicitations Subcommittee, yielding \$51,500, including pledges of \$50,000 (Rubino Family) and \$500. Other donations continue to come in from a variety of sources including sale of books from Jean Marzollo author program (\$510), Fun Steps Pre-School (\$101), the Bethel Garden Club (\$177 from sale of herbs at Shakespeare Festival), sale of window decals (\$45), and from individual donors (\$2,300). A rock concert is scheduled for Saturday July 19th during the

Summer Sale Days, Redding Roasters has agreed to hold two more one day sales on Saturday June 28th and Wednesday July 2nd, and One Book Too Many has offered to hold a one day sale on Saturday August 16th with 25% of proceeds to the campaign.

The Development Committee discussed holding a concert during the centennial celebrations featuring the show, "Simply Sinatra", performed by Steve Lippia. This proposal will be presented to the Board for consideration. Mr. Lippia is a Connecticut native and personal friend of Bethel patron Mr. Charles Condari. Mr. Condari suggested the concert and has offered to help with some of the expenses. Mr. Lippia will be performing in Connecticut in September 2009. By "hooking" the Library's show to this performance, the Library would be charged the lowest rate of \$7,500 instead of a reduced rate of \$9,000. The \$7,500 fee includes Mr. Lippia and his 10-piece band. Additional expenses would be air fare, ground transportation and hotel for Mr. Lippia and his conductor only. Note: air fare may not be charged, since Mr. Lippia already would be flying in for his Connecticut performance. If held at the Bethel Middle School, a sellout of 850 tickets at \$40 per ticket, would gross \$34,000. The Friends also may be interested in helping with expenses. A silent auction, program ads and refreshments could yield additional income. Top donors could be invited as guests as a show of appreciation for their generosity. A full Development Committee report will be given at the Board meeting.

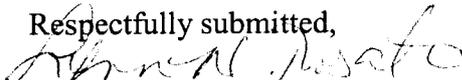
BUILDING MAINTENANCE:

There was no air conditioning in the new addition on Monday and most of Tuesday, June 16-17. According to Controlled Air, the company that maintains the Library's HVAC system, the motor for the air conditioner may have been struck by lightning during Saturday evening's storm(s) on June 14th. This part was replaced by late Tuesday afternoon. The key card lock was installed on the staff entrance, which is the door on the bank side of the Library.

MISCELLANEOUS:

- Much of June was spent completing fiscal year end transactions.
- The Policy Committee met to review the by-laws.
- The July/August print newsletter is on hold until the 08-09 budget is finalized. Email newsletter will be sent.
- Three maquettes, illustrating different poses, of the Historical Society's proposed Barnum Statue are on display through the summer in the exhibit case near the entrance.
- Sadly, Lorna Rhyins has submitted her resignation effective July 3rd to take a full time professional library position with the Monroe Public Library. Lorna has been with the Bethel Library for 13 years and will be very sorely missed. Please join me in wishing her the best as she starts her professional career.

Respectfully submitted,


Lynn M. Rosato
Library Director

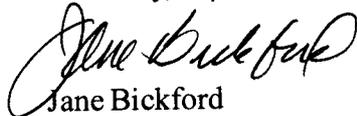
June 23, 2008

Bethel Public Library Board of Directors
Ms. Lynn Rosato, Library Director
189 Greenwood Avenue
Bethel, CT 06801

Dear Ms. Rosato and Library Board Members,

Attached is a document containing my notes pertinent to the review/evaluation of Ms. Rosato for the calendar year 2007. I hope you will find it helpful.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jane Bickford".

Jane Bickford
Chair 2006 and 2007
Bethel Public Library
Board of Directors

3 Vera Drive
Bethel, CT 06801

NOTES FOR ANNUAL EVALUATION of MS. LYNN ROSATO for 2007

by Jane Bickford

INTRODUCTION

Below are my notes for the annual review of Bethel Public Library Director, Ms. Lynn Rosato, covering the year 2007. The last review was completed in spring 2004. Spring and summer 2005 were consumed with moving everything from storage and temporary quarters into the new Library building and preparing for the grand re-opening.

In spring and summer of 2006 Vice Chair Trisha Lewis and I spent every available moment developing and publicizing, then analyzing and posting the results of the Library's online community survey, *BethelSurvey.com*. Ms. Rosato participated in many of those planning meetings and, after the survey, analyzed the results which directly concerned the services and programs people said they wanted the Library to provide. The survey proved to be an extremely useful preparation for both the Capital Campaign and the Library's Long Range Plan.

Spring and summer 2007 were dedicated to meetings with our architects at JCJ to revise and refine the plans for the Seelye House, and then for the unfinished second floor, and the first floor which would be renovated to its original intended use with some modifications for plumbing placement. These architectural plans, and their accompanying cost estimates for the projects, were necessary for the fulfillment of the Historic Preservation Technical Assistance Grant (HPTAG) for the Seelye House, awarded by the Connecticut Trust for Historic Preservation based on the grant application prepared by Ms. Rosato for submission in January 2007, as well as for the library construction grant application to the Connecticut State Library prepared by Ms. Rosato in the summer of 2007.

As Library Board Chair in 2006 and 2007, I personally accept responsibility for assigning Ms. Rosato to work on these projects instead of preparing a self-assessment document, and I accept responsibility for not performing her annual reviews in a timely manner. Working as closely and frequently as I did with Ms. Rosato during that period, I experienced first hand her competence, dedication and professionalism. There was no performance issue which I felt needed to be dealt with through the corrective process of an annual review. I apologize to Ms. Rosato if my choice of priorities has caused her any difficulties by leaving a gap in her personnel file. I hope, by my comments here, to help remedy that situation even though I am no longer a Library Board member. These comments are based on my recollections and items mentioned in the monthly Director's Report to the Board for the year 2007. The current Library Board will, of course, have the additional information contained in Ms. Rosato's self-evaluation, as well as their personal experience working with her.

Shortly after Ms. Rosato was hired, I chanced to have a conversation with the then Director of the Fairfield Public Library. I told him that I was a new Library Board member for the Bethel Public Library. His face lit up and he exclaimed "Oh, you're so lucky, you've got Lynn Rosato as your Director! She's WONDERFUL!" For the past eight years Ms. Rosato has proven over and over that he was absolutely right.

CAPITAL CAMPAIGN / LIBRARY BUILDING PROJECT

2007 was a year of planning, preparation, and grant applications. Ms. Rosato wrote three grants for the Capital Campaign which were submitted and funded that year:

- 1) Meserve Memorial Fund grant application for landscaping the Library grounds - \$3,500;
- 2) HPTAG grant application to fund the preparation of architectural plans and cost estimates to restore and renovate the Seelye House - \$8,000;
- 3) Connecticut State Library construction grant application to complete the second floor and reconfigure the first floor - \$500,000 and an additional \$398,432.

Ms. Rosato has established herself as a highly competent grant writer. She met with the funding organizations to learn their rules and priorities. She met with the architects to bring her expertise on how libraries function to be blended with requirements for space planning and ADA, and the possibilities and constraints created by the building itself. And she met with Board members and the Development Committee to review proposals and obtain input. Ms. Rosato has the ability to handle an enormous amount of detail, and the perseverance to keep track of it all until the final product has been accomplished. She deserves a great deal of credit for her efforts. Though I attended many meetings, my most effective contribution may have been my instruction to Ms. Rosato to spend a few days working at home where she could concentrate on tallying pieces of furniture, computers, square footage, running shelf feet, and patron seating counts without interruptions. The result was a group of plans which make the best possible use of available space to accommodate patrons, collections, and programs in a building which will continue to be the centerpiece of downtown Bethel.

Ms. Rosato also contributed to the Capital Campaign through her regular involvement with the Development Committee where she proposed ideas, did research, and carried out administrative tasks related to the Committee's plans. She maintained the financial records for all grants, prepared follow-up reports required by the grant funding authorities, and maintained the database of private donors. Ms. Rosato was very involved in preparations for the Art Prints & Champagne Benefit sale held in March to raise funds for the Capital Campaign, and to give the townspeople an opportunity to see what a beautiful space the second floor would be when completed. She also worked at the sale. Ms. Rosato helped organize and participated in a June luncheon and tour sponsored by the Board for community leaders and potential major donors. She suggested the prize for the Quassy Amusement Park "Ready to Read" program be used for a raffle to support the Capital Campaign. She also expanded the "Support your Library" section of the Library's web site, posting the renderings of the finished library done by Mr. Prosol, as well as updated campaign information and the pledge form. In addition, Ms. Rosato provided the information included in the December town-wide mailing about the Capital Campaign.

Overall, Ms. Rosato's performance in this area was outstanding.

PUBLIC RELATIONS AND COMMUNITY OUTREACH

Ms. Rosato has taken very seriously the statistical results and the comments made in response to *BethelSurvey.com*. She has used those results to plan, with the Board and her staff, what new services and collections the Library should offer, and then to implement them as quickly as staffing and funding would permit. One request was for children's programs with an author or illustrator. Ms. Rosato and Ms. Grumman prepared a grant request to Union Savings Bank which was funded and will be on-going. I attended the end of the first program with author Tony Abbott and heard nothing but praise and excitement expressed by the children.

Ms. Rosato continued to work very closely with the Friends of the Bethel Public Library, attending their meetings to update them on the Library's status and concerns, and offering guidance as they sought ways to help the Library through donations for programming, pilot projects for new materials or databases, and of course, their donations to the Capital Campaign. She worked at the Friend's book sale, and provided administrative assistance and communication with Town authorities for projects such as the restoration of the Lincoln statue made by Anna Hyatt Huntington.

Ms. Rosato and Board members met several times with the Town's First Selectman to discuss the Capital Campaign, to inform him about potential grants and obtain his support for the grant applications, and to request his help with identifying and approaching potential major donors. She also continued a productive working relationship with the Chamber of Commerce, the Bethel Women's Club, the Teen Center, the Bethel Historical Society, the Bethel Senior Center, and the Parks and Recreation Department. Ms. Rosato worked cooperatively with Bethel High School to place student volunteers who are fulfilling their community service requirement, and to host the Summer Reading Program for all Bethel schools, among other projects.

As a member of the Bethel Garden Club, Ms. Rosato has developed a strong relationship between that group and the Library, as evidenced by their donation of the Shakespeare Garden and the large urn from the historic Barnum fountain restored by Greco Industries. In her role as member, she actively helped beautify downtown Bethel with window box plantings.

Ms. Rosato has communicated with the community at large on a regular basis through her column in the Bethel Beacon and the Library's own newsletter, which is emailed to over 1400 patrons, through frequent press releases to the local newspapers, and the town-wide mailing mentioned above. She frequently meets with individuals who visit the Library, giving them a tour and explaining the building progress and the Capital Campaign. This year included a visit from yet another branch of the Seelye family, and from the Morton family who mounted a wonderful photography exhibit on a hanging system of picture rails which they donated and installed. The Library will have a continuing series of displays, thanks to that gift.

The Bethel Public Library's most recent annual report provides definitive information regarding Ms. Rosato's effectiveness in the areas of public relations and community outreach: circulation increased 5.5%, programs increased 16%, program attendance increased 6%, and public computer use increased 34%. Ms. Rosato's performance in this area was excellent.

POLICY DEVELOPMENT AND MAINTENANCE

Ms. Rosato continued to monitor legal changes which affect the Library, as well as practices of other libraries, and to bring that information to the Board so changes could be discussed and incorporated into the appropriate Library policies. The By-laws, Personnel Policy and the Building and Grounds Use Policy were reviewed with the Policy Committee.

TECHNOLOGY

In 2007 Ms. Rosato, with the Board's permission, updated the Technology Plan and the Long Range Plan so they could be quickly incorporated into the Connecticut State Library grant application after review and approval by the Board. Again following the results of *BethelSurvey.com*, Ms. Rosato researched and recommended the addition of two new products for the collection; OverDrive downloadable audio books, and MyLibraryDV downloadable video. She expanded the Library's web site by creating lists of useful websites by subject area, making it much easier for patrons to target the right resources when they search the online databases. She also posted the Library Scholarship application form, and as stated above, added extensive Capital Campaign information to the "Support Your Library" section. Ms. Rosato supervised the acquisition and installation of a new server and 12 new computers, and trained the staff on the new equipment and software changes. She also handled the situation created when the old server died prior to the arrival of the new one.

FINANCE

Ms. Rosato spends considerable time on the financial responsibilities associated with running the Library. Because the Library Board controls the line items, Ms. Rosato maintains the spreadsheets, prepares reports, and makes budget recommendations.

She works with the Board committees to plan for the coming year, prepares cost estimates for the committees' proposals, then combines everything into a proposed annual budget which is reviewed and discussed by the Board. The Board's decisions are then incorporated into a final budget for presentation to the Board of Selectmen and the Board of Finance. After the annual budget is approved at referendum, Ms. Rosato recommends changes to bring the budget within the approved amount while remaining consistent with the goals identified by the Board. At the end of the fiscal year she offers recommendations for line item transfers, and prepares the final report to the Town. This is an annual cycle which she performs accurately and professionally. 2007 was no exception.

In addition, Ms. Rosato prepared the financial information for the several grant applications submitted, established spreadsheets to track spending of the grant funds, and prepared financial reports to the funding agencies. She also maintained the financial database for the private donations to the Capital Campaign.

PERSONNEL

Ms. Rosato continued to keep her staff informed and involved through regular staff meetings. She encouraged the Board to recognize staff accomplishments as well as volunteer contributions. She successfully maintained services while two full time employees were on extended sick leave at the same time, something that requires a dedicated staff with good morale. Ms. Rosato also made time to complete the annual review process for her entire staff. Of particular note was Ms. Rosato's successful nomination of staff member Lorna Rhyins for a scholarship to library school from the Association of Connecticut Library Boards

PROFESSIONAL DEVELOPMENT

Ms. Rosato's attendance at workshops and professional meetings will be covered in her self-evaluation, but I would like to address her involvement with Bibliomation, Inc., the consortium of libraries that shares the online circulation, cataloging, acquisitions and research database system. Ms. Rosato is on the Board of Directors for that organization, and has been for several years. I believe she is currently serving as Treasurer. As a Board member, she participates not only in the governance of the organization, but also in studies of new software and new systems being considered for the future. She therefore has direct access to the most current information, a great asset for planning and projecting what the future may bring for the Bethel Public Library.

PRIMARY GOALS AND OBJECTIVES FOR 2008

See Long Range Plan, Technology Plan, Capital Campaign Plan, *BethelSurvey.com* results, and Ms. Rosato's self-evaluation.

CONCLUSION

I have worked with many different people in my long career, and I can truly say that Ms. Rosato is exceptional for her competence, professionalism, and dedication. It was a genuine pleasure to work with her for the past eight years, and especially for the last two years when I experienced her expertise, support and tenacity to an even greater degree. The Bethel Public Library is indeed fortunate to have her as Library Director.

Jane Bickford

2006 and 2007 Chair of the Bethel Public Library Board of Directors