

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
~September 22, 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, Linda Curtis, Richard Merritt

Members of the public were also in attendance.

Absent

None

Library Staff

Director Lynn Rosato

Call to Order

Chair Shani Burke-Specht called the meeting to order at 7:02 PM and led everyone in the room in the Pledge of Allegiance.

Public Comments

There were no public comments.

Correspondence

Chair Burke-Specht read an email she sent to members of the public regarding Library Elf. She also read some of the responses she received in return. Director Rosato read a letter from Governor M. Jodi Rell acknowledging the efforts of the library staff.

Announcements

Chair Burke-Specht advised that the Hospice Breakfast on, Friday, October 3, 2008 would be from 7:30AM-9:00AM. She asked interested board members to respond as soon as possible. She also received a flyer from the ACLB indicating that the Leadership Conference would be held on October 31, 2008. Board Members interested in going should contact the Library Director.

Approval of Minutes

July 28, 2008 Meeting- Inquiries were made regarding the Treasurer's Report and By-Laws update. Bob Crnic moved to table the minutes pending clarification. Seconded by Connie Booth. Motion passed by unanimous vote.

August 18, 2008 Special Meeting- Geraldine Mills requested the addition of "Mrs. Mills commented for the record, that meetings were held in the upstairs of the library, recessed at 8:00PM when the building closed and that Board members were fully aware that holding a meeting upstairs when the library was closed was not compliant with FOIA. Members of the board were fully aware of the FOIA". Geraldine Mills moved to accept the minutes as amended. Motion seconded by Bob Crnic. Lorraine Go, Jane Shannon and Gary Passineau abstained. With all others voting in favor, the motion passed.

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September 10, 2008 Special Meeting- The minutes of September 10, 2008 were amended to reflect that Chair Burke-Specht was in attendance. Bob Crnic moved to accept the minutes as amended. Motion seconded by Richard Merritt. Terri Rotella, Geraldine Mills and Gary Passineau abstained. The motion passed with all others voting in favor.

September 17, 2008 Special Meeting- The minutes of September 17, 2008 were amended to reflect \$100 for seed money was also authorized. Connie Booth moved to accept the minutes as amended. Second by Richard Merritt. Leslie Mason, Linda Curtis, Gary Passineau, Geraldine Mills and Jane Shannon abstained. With all others voting in favor, the motion passed. Geraldine Mills asked that the record reflect that she had called to say she would be late for the meeting and did not arrive before the meeting was adjourned.

Reports:

Librarian's Report:

Monthly- There were no questions regarding the Librarian's Report. Director Rosato advised that the Association of CT Library Boards has requested a current list of board members and their email addresses. Discussion followed regarding the Summer Reading Program. Geraldine Mills moved that the Chair request placement on the Board of Education's agenda to discuss the efforts of the Bethel Public Library's summer programs. Seconded by Bob Crnic for discussion purposes. Discussion followed regarding the Chair, Director and other board members attending a Board of Education meeting, the benefit of doing a presentation and past attempts to discuss the details of the summer programs. Geraldine Mills rescinded her motion. Bob Crnic rescinded his second.

Fire Marshal's Inspection- Director Rosato advised that she would seek information regarding the capacities for each room used for programs at the library.

Director Rosato also discussed safety concerns in isolated areas of the library and Capital Campaign pledge form items.

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 reports dated August 25, 2008 and September 22, 2008. Discussion followed regarding Capital Campaign reporting. Geraldine Mills moved to accept the August 25, 2008 Treasurer's Report. Second by Jane Shannon. Motion passed by unanimous vote. Chair Burke-Specht moved to accept the September 22, 2008 Treasurer's Report. Second by Geraldine Mills. Motion passed by unanimous vote.

Reports of Committees:

Development Committee:

Top 25 Solicitations- Calls Made and Results: Connie Booth reported that the responses have not met her expectations. She stated that she spoke to the First Selectman regarding solicitation of prospective donors.

Events:

Mums Sale: The report for the Mums Sale was read. Mrs. Booth acknowledged the hard work of the volunteers.

Lippia Contract/Proposal Specifics Review: The Director, Lorraine Go and Connie Booth will visit the Ives Center to research the cost and availability of the facility. Discussion followed regarding the use of the Bethel Middle School. Geraldine Mills will contact the Board of Education on behalf of the Library Board. The venue, equipment and technical specifications were discussed. Bob Crnic moved that the Board members each receive a copy of the specifications for review. Second by Richard Merritt. Motion passed by unanimous vote.

Tours: Board members were requested to contact Connie Booth to establish a schedule to conduct library tours. Pat Rist of the Historical Society was called upon to provide information regarding historical tours of Bethel.

Grants

CCCT/HRT Grant Resolution: Leslie Mason advised that work continues on the data collection for the grant application. Leslie Mason moved to accept the Preservation Restriction from CCCT for the Seelye House. Second by Gary Passineau. Discussion followed regarding language contained in the Resolution. Chair Burke –Specht read the resolution. Since this item was addressed in the Resolution, Leslie Mason rescinded her motion. Director Rosato stated that an income projection was required for the application. Geraldine Mills moved to authorize the Director to submit 1.5%. Second by Bob Crnic. Discussion followed. Geraldine Mills amended her motion to authorize the Director to submit 1.5%-2%. Second by Bob Crnic. Motion passed by unanimous vote.

The Construction Schedule was discussed. Richard Merritt moved to set the RFP for construction manager or clerk-of-the-works date for the second week of November 2009. Second by Geraldine Mills.

Geraldine Mills moved to authorize Director Rosato to complete the correct wording and proper amounts for the CCCT/HRT Grant Application. Second by Connie Booth. Motion carried by unanimous vote.

Kresge Grant: The Kresge Grant was discussed.

Corporate-Bank Presentations: The committee continues to pursue corporate and bank contributions.

Unfinished Business

Director's Performance Review-Prioritize Expectation: Chair Burke-Specht advised that she has been working with the Director on the expectations portion of the Director's Performance Review; however it has not been finished. Jane Shannon moved to table this item to the next meeting. Second by Geraldine Mills. Discussion followed regarding the comments and input. Motion passed by unanimous vote. Director Rosato advised that she would like an opportunity to respond to the full Board. Bob Crnic suggested a special meeting to discuss the Director's performance in executive session.

Library Fines- Director Rosato advised that a patron suggested a Keep the Change Program. Discussion followed. Connie Booth moved to adopt a Keep the Change Fundraising Policy. Second by Terri Rotella. Motion passed by unanimous vote.

By-laws: Bob Crnic moved to table the item. Second by Gary Passineau. Discussion followed. Connie Booth will redistribute the proposed By-laws. Motion passed by unanimous vote.

FOIA Education: Chair Burke-Specht advised that she has contacted the commission to schedule a workshop in October.

New Business

Consideration of Centennial Committee: Chair Burke-Specht gave an overview of her vision for the Library's Centennial Committee. Board members were asked to contact the Chair if they are interested in serving on the Centennial Committee.

Committee Appointments: Chair Burke-Specht appointed Eileen Freebairn to act as liaison to the Friends of the Library. Lorraine Go was appointed to the Development Committee.

Chamber of Commerce Dues: Eileen Freebairn moved to pay the Chamber of Commerce dues from the Board account. Second by Leslie Mason. Motion passed by unanimous vote. Board members were encouraged to attend Chamber of Commerce events.

Consideration of Amendments to Long Range Plan: Director Rosato gave an overview of items added to the Long Range Plan. Leslie Mason moved to accept the recommendation of the Planning Committee to include the updates to Sections 1.2, 2.2 and Section 10. Second by Geraldine Mills. Motion passed by unanimous vote.

Adjournment:

Jane Shannon moved to adjourn at 9:56PM. Second by Geraldine Mills. Motion passed by unanimous vote.

Respectfully submitted,



Dorathea A. Gulya-Stasny
Recording Secretary

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