



BETHEL PUBLIC LIBRARY

BOARD OF DIRECTORS

189 Greenwood Avenue, Bethel, CT 06801
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The monthly meeting of the Board of Directors of the Bethel Public Library was held in Meeting Room A at the Clifford J. Hurgin Municipal Center on December 8, 2008.

Present: Connie Booth, Eileen Freebairn, Linda Curtis, Leslie Mason, Lorraine Go, Geraldine Mills, Chair Shani Burke-Specht, Bob Crnic, Terri Rotella, Gary Passineau

Absent: Richard Merritt and Jane Shannon

Library Staff Director Lynn Rosato

Call to order/Pledge of Allegiance

Chair Burke-Specht called the meeting to order at 7:04PM and led everyone in the room in the Pledge of Allegiance.

Public Comments

E. Goodrich of Aunt Patty's Lane West- item addressed was not on the agenda

Correspondence

Director Rosato received a letter from Wayne Gannaway acknowledging receipt of the CCCT Grant application. Final grant awards will be made within 120 days.

Connie Booth moved to place Development Committee and Nominating Committee on the agenda, seconded by Leslie Mason. Discussion followed. Bob Crnic moved the question, seconded by Chair Burke-Specht. Motion passed by unanimous vote.

Vote taken on main motion Booth, Freebairn, Curtis, Mason, Go, Rotella, Passineau voted in favor. Crnic, Mills, Burke-Specht voted in opposition. Motion passed 7/3.

Approval of 24-Nov-2008 Minutes

The minutes of November 24, 2008 were amended and clarified as follows: Jane Shannon was absent and Eileen Freebairn was present. Bob Crnic moved to clarify the minutes to reflect that the funds for the staff holiday party would be derived from the Board of Directors' Account, seconded by Geraldine Mills. Motion passed by unanimous vote. Some of the funds come from donations, ConnectiCard funds and other sources. Gerry Mills stated that town employees pay for their own holiday party. Connie Booth stated that the Board has funded the party for several years. Geraldine Mills moved to accept the minutes as amended and clarified, seconded by Gary Passineau. Motion passed by unanimous vote.

RECEIVED

DEC 15 2008

TOWN OF BETHEL
TOWN CLERK

Reports

1) Librarian's Report

Director Rosato reported that after checking with the Fire Marshal, the second floor can be used for storage however, the sorting and packing of the books by Pro Access would have to be done in the library itself. She stated that the second floor might be used on a limited basis. An inquiry was made to the director by the grant coordinator regarding the status of fundraising. An extension application would need to be submitted in July 2009 if the goal has not been met. The director awaits communication from the Town regarding the holiday schedule for the Town Hall. If the day after Christmas were granted as a bonus holiday, the full time staff would have a floating holiday. The library would remain open however, the part time employees would provide staffing. Connie Booth moved to accept the Librarian's Report, seconded by Lorraine Go. Motion passed by unanimous vote.

2) Treasurer's Report

Treasurer Freebairn advised that there was no report, as the bank statements have not been received. Discussion followed regarding the growth of the Building Fund. Bob Crnic asked that the record state that the Building Fund has grown by \$8,245.00 as of the last reporting period excluding pledges.

Unfinished Business

1.) By-laws

Chair Burke-Specht advised that the By-laws have been sent to the Town Attorney, who did not have time to review the document and any changes made are subject to his review. Any changes would have to be re-approved in January 2009. Connie Booth gave an overview of the proposed changes. Discussion and debate followed.

Article I: Subsection (3) was discussed. Subsection (3) is an addition to the By-laws.

Article II: Section (3)-term limits was discussed. Subsection (7) was discussed. Connie Booth stated that staff is uncomfortable with the Board members volunteering at the library. Chair Burke-Specht reminded the board that this item was voted upon at the March 24, 2008 meeting. A tie vote occurred, the revision failed at that time. Mrs. Booth stated that the Policy Committee put it back into the By-laws. Mr. Crnic stated that he has seen no evidence of such claim and requested input from other members. Eileen Freebairn stated that this has come up in the past. Bob Crnic moved to survey employees regarding this matter. Mrs. Mills stated that she had volunteered in the past and was told she could not perform volunteer work at the library. Mrs. Mills further stated that Mrs. Go has done research in the past. Mrs. Mills stated that the director told her that she did not want board members intermingling with the staff or going to lunch with the staff. Mrs. Mills also stated that she feels it would make for better relations with the staff and she has never heard any staff members voice their concerns. Mrs. Mills has

had a friendship with the family of a staff member. Director Rosato stated that there are more volunteers than staff members. Leslie Mason sees it as a conflict to be in the building and working side-by-side with the staff. Lorraine Go advised that she has been doing research for the past two years and does not feel that she has intimidated the staff and has never had a problem. She stated that she would be very upset if she could not complete the project. Director Rosato stated that Mrs. Go is not assigned to day-to-day tasks, but a single project. She also stated that a couple of staff members have approached her about feeling intimidated by board members volunteering in the library. Director Rosato stated that she feels that the board members volunteering at the library could intimidate staff members. Geraldine Mills requested that a ruling be sought from the attorney regarding board members associating with staff members as a volunteer. It was noted that staff members are volunteering on the Centennial Committee. Mrs. Mills questioned why this matter has not been brought before the board and whether the staff member went to Human Resources about the matter. Director Rosato stated that she follows the protocols of the Association of Library Boards. Chair Burke-Specht stated that she has never been made aware of any intimidation by any board members. Connie Booth declined to disclose the name of the board member involved. Mrs. Booth stated that she, the Vice-Chair, was notified last year, before Shani Burke-Specht was chair, but the person serving as chair at the time was not notified. Mrs. Booth stated that this item was put back into the By-laws as a "gate" to keep everybody separate.

Section (8) Bob Crnic stated that is section was too vague and that it should state that all board members should attend all meetings. Chair Burke-Specht suggested that contacting the library or Board Chair is a member cannot attend a meeting.

Section (9) was reviewed. Chair Burke-Specht stated that based on information from Atty. Gallagher, qualifications for emeritus status should be clearly defined as to what the emeritus status carries. She also stated that criteria for emeritus status need to be defined. Mrs. Booth stated that she could not define it because it changes from year to year, but it is an honor bestowed to certain board members. Terri Rotella concurred with Connie Booth. Geraldine Mills stated that she feels that it is an honorary title, which grants no special privileges. Gary Passineau concurred with Terri Rotella and that emeritus status grants no special privileges. Bob Crnic requested clear definition of emeritus status and the implications to the Board. Discussion followed regarding what constitutes a majority for the purpose of voting. Chair Burke-Specht stated that those who show-up make decisions. Mrs. Booth defended the Committee's addition of the wording to require a two-thirds vote in favor by the entire board. Debate followed. Director Rosato offered information regarding Roberts Rules of Order and stated that it is an acceptable action by Roberts Rules. Chair Burke-Specht objected to the addition of the requirement proposed. Mrs. Mills requested that the addition that emeritus status is an honorary title and carried no special privileges.

Article II Section (3)- Discussion followed regarding changing and shall to *or shall* in the first line to ensure that an agenda could not be manipulated. Connie Booth stated that four (4) members should be changed to seven (7), the same number that is required for a quorum. She also stated that this is the only year that she can recall, that the four

signatures were used to call a meeting. Inquiries were made regarding the number needed for quorums by other Boards and Commissions. Leslie Mason remarked that everyone has had an opportunity to review and comment on the By-laws and questioned why there was this amount of discussion. Chair Burke-Specht stated that the item was tabled at previous meetings. Director Rosato stated that this is a normal clause found in By-laws. Other By-laws will be reviewed. Mrs. Booth stated that phone calls and emails have not been responded to and that is the reason for this clause. Mrs. Burke-Specht stated that responding would have been an FOIA violation. Mrs. Booth stated to Mrs. Burke-Specht that she was hiding behind the FOIA. Chair Burke-Specht gave an overview of items regarding the By-laws from previous meeting minutes.

Section (5)- Geraldine Mills requested the addition of *as per the Town Charter*.

Article III Section (2)- Chair Burke-Specht stated that there is no authority to impose term limits. Mrs. Booth stated this is based on precedence. Mr. Crnic and Mrs. Mills stated their opposition to this addition.

Section (3) Chair Burke-Specht stated that a group the size of the Board should not need a Nominating Committee. Discussion followed. Connie Booth stated that most library boards have nominating committees and nominations can come from the floor.

Section (4)- Chair Burke-Specht made reference to the majority of the entire board membership as and stated her objection to its addition.

Section (6)- Discussion regarding the Treasurer chairing the Finance Committee.

Section (7)- Chair Burke-Specht suggested the addition of *by nomination from the floor*.

Section (9)- It was suggested that the Recording Secretary information be moved to Art. II Subsection (5).

Section (10)- Geraldine Mills suggested the addition of the Treasurer should chair the Finance Committee.

Article IV Section (1)- Discussion followed regarding the word *stamped copies*. It was decided that the addition was not needed.

Mrs. Mills requested a 5-minute recess at 9:00PM. The meeting was reconvened at 9:09PM.

Section (2)- The addition of emergency *as defined as the Freedom of Information Act* with the definition included.

The Development Committee was discussed. It was recommended to add under members of the Committee should not be limited to directors *with no voting privileges*.

Article V Section (1)-Discussion took place regarding the Director's contract. Geraldine Mills stated that the Personnel Committee gave Eileen Freebairn the authority to speak with Atty. Gallagher, since he was the attorney appointed by the First Selectman to represent the Library Board, and would have information regarding previous contracts. Connie Booth stated that Director Rosato is the first director who has not had a contract. Personnel policy was discussed. Comment was made regarding Chair Burke-Specht's conversations with the attorney. Chair Burke-Specht stated that she gets permission from the First Selectmen before speaking with the attorney.

Review of the By-laws ended and voting commenced.

Article 1 Section 1- Connie Booth moved to accept Section I, seconded by Leslie Mason. Motion passed by unanimous vote.

Section 2- Connie Booth moved to accept Section 2, seconded by Terri Rotella. Booth, Curtis, Freebairn, Go, Mason, Mills, Passineau, Rotella, Chair Burke-Specht voted in favor. Crnic opposed. Motion passed 9/1.

Section 3- No motion was made to add Section 3.

Section 5- Connie Booth moved to accept Section 5, second by Gary Passineau. Motion passed by unanimous vote.

Section 7- Bob Crnic moved to strike proposed Section 7 pending further information. Geraldine Mills requested a ruling by Town Attorney, seconded by Chair Burke-Specht. Discussion and debate followed. Chair Burke-Specht, Crnic, Freebairn, Go, Passineau and Rotella voted in favor. Booth, Mason and Curtis voted in opposition. Mills abstained. Motion passed 6/3.

Section 8- Chair Burke-Specht moved to strike last sentence and add *if a member cannot attend a regular meeting he or she should contact the Board or the Library Director*, seconded by Gary Passineau. Discussion followed regarding absences and removal of Board members. Crnic, Freebairn, Go, Mason, Mills, Passineau, Rotella, Chair Burke-Specht and Curtis voted in favor. Connie Booth voted in the opposition. Motion passed 9/1.

Section 9- Connie Booth moved to add *without voting privileges or extra privileges*, seconded by Terri Rotella. Discussion followed. Chair Burke-Specht suggested adding that emeritus status is an honorary title as appreciation for long tenure and service to the library and grants no special privileges. Connie Booth amended her motion to reflect the suggested change. Terri Rotella amended her second. Booth, Freebairn, Go, Passineau, Rotella, Chair Burke-Specht, Mason, Mills, and Curtis voted in favor. Crnic voted in opposition. Motion passed 9/1.

Article II Section 3- Bob Crnic moved to modify written request be increased from four (4) to seven (7) members and *shall* be called upon written request. Seconded by

Geraldine Mills. Discussion followed regarding using the word *shall* or *may*. Chair Burke-Specht read the proposed Section 3: *A special meeting may be called by the Chair or shall be called upon written request to the Chair by any 7 members of the Board, such meeting to take place within ten (10) days of the Chair's receipt of the written request.* Chair Burke-Specht, Crnic, Mills voted in favor. Booth, Passineau, Freebairn, Rotella and Mason voted in opposition. (Vote by Go was not audible.) Motion failed.

Terri Rotella moved to change the requirement to five (5) members, seconded by Connie Booth. Crnic spoke in opposition stating that a quorum should be required. Booth, Freebairn, Curtis, Mason, Passineau, and Rotello voted in favor. Chair Burke-Specht, Go, Mills and Crnic voted in opposition. Motion failed: 2/3 was not met.

Gary Passineau moved to change the requirement to six (6), seconded by Terri Rotella. Booth, Freebairn, Mason, Passineau and Rotello voted in favor. Go, Crnic, Chair Burke-Specht, Curtis and Mills voted in opposition. Motion failed: 2/3 not met.

No change will be made, the required number remains 4.

Section 4- Chair Burke- Specht moved to accept the change, seconded by Connie Booth. Motion passed by unanimous vote.

Section 5- Leslie Mason moved to add *A paid Recording Secretary, who is not a member of the Library Board of Directors, shall be appointed by the Chair and shall keep a record of all proceedings of the Board and shall preserve its papers and documents* as Section 5, seconded by Connie Booth. Motion passed by unanimous vote.

Section 6- Chair Burke-Specht moved to add *as per Town Charter*, seconded by Geraldine Mills. Motion passed by unanimous vote.

Article III Section 2- Chair Burke-Specht moved to eliminate the last sentence, seconded by Geraldine Mills. Motion passed by unanimous vote.

Lorraine Go moved to strike the entire paragraph, seconded by Chair Burke-Specht. Motion passed by unanimous vote. Chair Burke-Specht moved to add *nominations will be taken from the floor*, seconded by Geraldine Mills. Motion passed by unanimous vote.

Section 3- Connie Booth moved to accept the changes as proposed. There was no second. Mrs. Booth rescinded her motion. Lorraine Go moved to change to *a majority vote of those present*, seconded by Geraldine Mills. Chair Burke-Specht, Crnic, Mills, Freebairn and Go voted in favor. Booth, Passineau and Mason voted in opposition. Rotello abstained. Motion failed, 2/3 was not met.

Mr. Crnic left the meeting at 10:00PM.

Connie Booth moved to accept the change as proposed, second by Leslie Mason. Discussion followed. Booth, Rotello and Mason voted in favor. Chair Burke-Specht,

Passineau, Go, Curtis and Mills voted in opposition. Freebairn abstained. Motion failed, 2/3 not met. Linda Curtis stated that since there was an immediate need to get someone in place to run the board she was in favor of the terminology proposed by Lorraine Go. Linda Curtis moved to change *the vote for the interim chair shall be by the majority of those present*, seconded by Chair Burke-Specht. Motion passed by unanimous vote.

Mr. Crnic re-entered the meeting at 10:15PM.

Section 6- Connie Booth moved to accept as amended, second by Linda Curtis. Discussion followed regarding the *vote of the entire board membership*. Booth, Curtis, Freebairn, Mason, Mills, Go, Rotello and Passineau voted in favor. Chair Burke-Specht and Crnic voted in opposition. Motion passed 8/2.

Section 7- Chair Burke-Specht moved to add *by nominations from the floor shall become effective by a majority of those present*, seconded by Geraldine Mills. Discussion followed regarding consistency. Chair Burke-Specht, Mills and Crnic voted in favor. Booth, Freebairn, Curtis, Mason, Go, Rotello and Passineau voted in opposition. Motion failed 3/7.

Gary Passineau moved to accept with nominations from the floor, second by Linda Curtis. Booth, Freebairn, Curtis, Mason, Go, Rotello and Passineau voted in favor. Chair-Burke Specht, Crnic and Mills voted in opposition. Motion passed 7/3.

Section 10-Chair Burke-Specht recommended adding the *Treasurer shall serve as Chair of the Finance Committee*. Connie Booth moved to accept the recommended change, seconded by Linda Curtis. Discussion followed regarding the addition of the word *and* in the first sentence. Motion passed by unanimous vote.

Article IV Section 1- Chair Burke-Specht moved to accept the change as proposed, seconded by Leslie Mason. Motion passed by unanimous vote.

Lorraine Go moved to strike paragraph #2, seconded by Leslie Mason. Motion passed by unanimous vote.

Chair Burke-Specht moved to strike except the Nominating Committee from paragraph #3, seconded by Connie Booth. Motion carried by unanimous vote.

Section 2- Chair Burke-Specht moved to add *as defined in the Freedom of Information Act*, seconded by Geraldine Mills. Motion passed by unanimous vote.

Connie Booth moved to strike paragraph #4, seconded by Linda Curtis. Motion passed by unanimous vote.

Connie Booth moved to change the second to last sentence to *Member of the Committee may include non-Board members without voting privileges*, seconded by Chair Burke-Specht. Motion passed by unanimous vote.

Article V Section 1- Chair Burke-Specht recommended that the paragraph read *The Library Director shall be appointed and reviewed annually by the Board of Directors. The Library Director shall hold this position at the discretion of the Library Board. The Library Director shall be subject to the Library Personnel Policy and Procedures as approved by the Library Board*, seconded by Geraldine Mills. Discussion followed. Director Rosato expressed concern about a contradiction in the wording. Chair Burke-Specht advised that the attorney would review this. Vote on the motion was inaudible. Motion failed. Connie Booth moved to accept the change as presented, second by Eileen Freebairn. Booth, Freebairn, Curtis, Mason, Go, Passineau voted in favor. Rotello, Crnic, Chair Burke-Specht and Geraldine Mills voted in opposition. Motion passed 4/6.

Chair Burke-Specht asked for a motion to adjourn.

Geraldine Mills moved to send all By-laws changes to Town Attorney Hagan, seconded by Chair Burke-Specht. Motion passed by unanimous vote.

2.) Centennial 1st quarter activities

Chair Burke-Specht reviewed the outline of the goals and objectives of the Centennial Committee. Geraldine Mills moved to approve the mission and goals with the authority to implement the first quarter activities. Mr. Crnic made inquiries regarding funding for the centennial. Sponsors will be sought to assist with the funding. Director Rosato advised the Friends would be funding the centennial library cards. A suggested donation would be \$5.00. Motion passed by unanimous vote. Motion passed by unanimous vote.

3.) Tech Plan

Linda Curtis advised that the Committee met and gave an overview of the Technology Plan. Connie Booth moved to accept the plan as amended, seconded by Connie Booth. Booth, Freebairn, Curtis, Mason, Go, Mills, Crnic, Rotello, Passineau voted in favor. Chair Burke-Specht abstained. Director Rosato requested assistance with the first quarter survey.

4.) Nominating Committee

Lorraine Go advised that the Nominating Committee met and proposed the following slate of officers:

Chair- Gary Passineau

Vice Chair- Connie Booth

Treasurer- Eileen Freebairn

Secretary- Leslie Mason

Mrs. Mills advised that she was unable to attend the meeting due to a death in the family. Mrs. Mills stated for the record, that the current Chair should have been notified of the proposed slate, protocol was not followed and Town Charter may have been

violated. Lorraine Go stated that she did not call the Chair since she did not want to get involved in a long discussion with Chair Burke-Specht.

5) Development Committee

Director Rosato stated that \$1,703 was raised from the Wreath Sale. Connie Booth stated that event insurance was researched for the Lippia Concert. Event insurance could not be obtained. Director Rosato stated that the liability insurance was the more important and this event would be covered under the Town's insurance. Director Rosato informed the Board that she has consulted with Morton Lewis regarding event insurance and stated that it was something that he felt was necessary.

Chair Burke-Specht advised that she has been in contact with the Town Attorney with particular concern regarding a provision of the contract which states that the person signing would be personally responsible.

Discussion followed regarding funding for the concert. The Friends would be assisting with funding and grant money. Mr. Crnic stated, for the record that he feels the Board is fiscally irresponsible for considering this concert at this particular time in light of the economic conditions. The world has changed in the last six (6) months since this event was approved. The risk involved in doing this is far greater than any reward at the end of this tunnel and it would be foolish to continue entertaining this event because the financial risk is far too great to assume, especially since there is no private sponsor and public money will be put at risk. Mr. Crnic stated his opinion that if the taxpayers of Bethel realized what this Board was contemplating; in the court of public opinion the Board would look incredibly callous. The Town is behind in its collections and the Board of Education is behind in funding and opposes to putting \$15,000 to \$20,000 at risk in the worst economic times. Mrs. Booth stated that this is a modern day recession and in the last month movie rentals and concerts are booming. Mr. Crnic discussed the sell-out ratio for the last ten venues for Steve Lippia. If a private sponsor could be found he would be in favor, but to use public money is unconscionable and if the press found out, if the tax payers found out "they would string us from a pole" He further stated that he may go to the press himself, that centennial events have not been funded. Debate followed between Mrs. Booth and Mr. Crnic regarding the unfinished second floor. Mrs. Booth commented that projects remain unfinished because of "small minds". They also debated the use of public monies for the concert event. Mrs. Mason commented that she witness people purchasing Louis Vinton bags and during a recession people look for entertainment.

Bob Crnic moved to cancel the Lippia concert, seconded by Chair Burke-Specht. Booth, Freebairn, Curtis, Mason, Go, Passineau and Rotello voted in favor. Geraldine Mills, Chair Burke-Specht and Crnic. Motion failed 7/3.

Mrs. Mills stated, for the record that Mrs. Booth is a very rude lady.

New Business

- 1.) **Preliminary Budget—Review only, no vote-** Item was not addressed.
- 2.) **2009 Board Meeting Schedule-** Item was not addressed.

Adjourn

Gary Passineau moved to adjourn at 11:15PM, seconded by Connie Booth. Motion passed by unanimous vote.

Respectfully submitted:


Dorathea A. Gulya-Stasny
Recording Secretary

Reports referred to are on file at the Bethel Public Library.

7.15
4.25

Bethel Public Library
Centennial Committee

Overview: During the next year (2009), the Town of Bethel will “**Celebrate the Centennial” of Our Public Library**. In 1909 a Bethel resident donated books, personal property and \$2000 to begin the Bethel Free Public Library.

Mission:

The Centennial committee will lead the Bethel community in celebrating the library's first 100 years by remembering the past, appreciating the present, and looking ahead to the future.

Goals:

1. To investigate, reflect and report on the first 100 years.
2. To provide information to the Library Board of Directors to assist in strategic planning.
3. To Plan and Implement 100 ways to commemorate A Century of Service.
4. To augment the current capital campaign.

Committee Members

The Committee will consist of ~7 members from these groups.

- LBOD
- Library Staff
- Friend of the Library
- Community Members

In addition, numerous volunteers will be called upon to help implement activities.

Time Line

Date	Activity
Oct 2008	• Name the Committee and plan meeting schedule
Nov-Dec. 2008	• Strategic Plan
Nov-Dec 2008	• Schedule & Assign activities • Get Sponsors
Dec 2008	• Finalize 1 st quarter Activities
Jan-Mar. 2009	• Execute 1 st quarter Activities
Mar 2009	• Finalize 2 nd quarter Activities
Apr – June 2009	• Execute 2 nd quarter Activities
June 2009	• Finalize 3 rd & 4 th quarter Activities
July – Sept 2009	• Execute 3 rd quarter Activities
Oct – Nov 2009	• Plan final Celebration
Oct – Dec 2009	• Execute 4th quarter Activities
Nov 2009	• Execute Final Celebration