



BETHEL PUBLIC LIBRARY

BOARD OF DIRECTORS

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

www.bethellibrary.com

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MAY 20 2009

MINUTES OF REGULAR MEETING

TOWN OF BETHEL
TOWN CLERK

Monday, May 18, 2009

7:00 p.m.

CJH Municipal Center – Meeting Room “A”

Present: Shani Burke Specht, Chairman, Tom Addonizio, Bob Crnic, Linda Curtis, Daniel R. Gaita, Lorraine Go, Leslie Mason, Geraldine Mills, and Elisa Volpati.

Lynn Rosato, Library Director

Absent: Richard Merritt, Dorathea Gulya-Stasney with notice. Terri Rotella,

Call to Order/Pledge of Allegiance: Chairman, S. Burke Specht called the Regular Meeting to order at 7:03 p.m., and led all in the Pledge of Allegiance.

Announcements: Chairman, S. Burke Specht made an announcement that 5300 Capital Campaign Mailers were sent out and 275 more will be sent out on May 19, 2009. She thanked R. Crnic and L. Rosato for all the work they put into the flyer and commented on how well the three work as a team to complete the project.

Chairman, S. Burke Specht made an announcement to thank T. Addonizio, E. Volpati, and L. Go for marching in the Memorial Day Parade. G. Mills also made a comment about the parade and thought that everyone looked great marching and D. Gaita looked sharp in his marine blues.

Chairman, S. Burke Specht made an announcement that the Town Budget had passed and was pleased.

Chairman, S. Burke Specht made an announcement that D. Gaita was able to get Bethel Printing to donate business cards for all of the members of the board. She thanked D. Gaita and Bethel Printing.

Correspondence: L. Curtis handed out a Minority Opinion letter that was written by L. Curtis, L. Go, L. Mason, and T. Rotella.

Approval of Minutes: As the minutes had not been reviewed by the board, G. Mills made a motion to table the minutes until the June meeting, which was seconded by D. Gaita. All voted in favor and the motion passed unanimously.

Librarian's Report: L. Rosato spoke of the following: the success of the Jacque Pepin author program, the statistics report, Metro Imaging Service assuming the maintenance of the

print management system, answered questions about circulation numbers, and year end balances for the current budget. L. Rosato requested that any remaining balances for the current budget be transferred into the Books and Materials account. G. Mills made a motion to transfer any remaining balances left from the current budget into the Books and Materials account by the end of June, which was seconded by T. Addonizio. All voted in favor and the motion passed unanimously. L. Curtis made a motion to accept the Librarian's Report which was seconded by D. Gaita. All voted in favor and the motion passed unanimously.

Treasurer's Report: T. Addonizio handed out the treasurer's report for April 2009 and a detailed list of income and expenditures for April 09 for the Capital Campaign Fund. T. Addonizio spoke of the following: changes made to the treasurer's report based on last month's meeting. G. Mills made a motion to approve the treasurer's report, which was seconded by L. Curtis. All voted in favor and the motion passed unanimously.

Centennial Committee Report: The Centennial Committee Chairman, S. Burke Specht reported on the following: June 22-26, 2009 as possibly being Library Awareness Week, asked for volunteers that week to give tours of the library; and the kid's activities, food, and need for volunteers for Old Home Day on July 4, 2009. T. Addonizio spoke about the progress of the birthday gala on November 7, 2009 at the Stony Hill Inn. Volunteers are also needed for this event.

Development Committee Report: The Development Committee Chairman, R. Crnic, reported on the following: the cost of the Town Mailer, the possibility of people pledging now but paying later for the Capital Campaign, the need for a follow up flyer, a Chamber of Commerce mailer going out on May 19, 2009, and being able to provide examples of town wide efforts of fund raising for certain targeted organizations.

L. Go spoke of the rock bands that are lined up for the June 6, 2009 "Schools Out Concert" fundraiser.

House Committee: The House Committee Chairman, G. Mills reported on the maintenance and repair that needs to be done on the interior and exterior of the library. For a detailed list please see the minutes from the May 6, 2009 special meeting of the Bethel Public Library Board of Directors House Sub-Committee. G. Mills also made a motion to withdraw an amount not to exceed \$200 from the Library Board Account which will be spent on flowers/grass for the planters on The Seeley House that are facing Greenwood Avenue which was seconded by L. Go. All voted in favor and the motion passed unanimously.

Personnel Committee: The Personnel Committee Chairman, D. Gaita spoke of the Personnel Committee Meeting on Wednesday, May 20, 2009 at 6:30. He reported that the objective of the meeting was to discuss and review the Personnel Policy and Procedures that are currently in place and discuss any recommendations for change. The other objective would be to review the Leadership Enhancement Program that was composed at the last meeting and discuss any complaints, comments, ideas, criticisms or suggestions.

Building Committee: D. Gaita reported that the Building Committee is scheduled to meet on Wednesday, May 20, 2009 at 7:30 in meeting room B on the second floor.

Unfinished Business:

1. **Update on State Bond:** The Library Board is still waiting for the contracts from the State that need to be signed by the First Selectman.
2. **Goals and Objectives Review:** Chairman, S. Burke Specht stated that the Committee Chairs should look at Goals and Objectives again and that the Technology Committee, Planning Committee, and the Personnel Committee need to meet before the June meeting.

New Business:

1. **Review of Capital Campaign to date:** Chairman, S. Burke Specht wanted to make sure that the board was update on the money that had already been raised. The State Construction Grant was awarded in February 2008 with an expiration date of August 2009. The board has applied for a one year extension. With the cash pledges, gifts, and state grants the library has raised \$2,066,161 and needs another \$1,024,800 to complete the project. The Grants Committee is in the process of applying for additional private grants.
2. **Building/Grounds Use Request from the Chamber of Commerce:** The Chamber of Commerce has made a request to put a bounce house on Library Grounds during the July Sidewalk Sales. Chairman, S. Burke Specht made a motion to allow the Chamber of Commerce's request to put a bounce house on Library Grounds during the July Sidewalk Sales pending proof of Insurance from the Chamber and Bounce House Company which was seconded by G. Mills. A discussion than ensued. Some concerns were brought up - is the ground flat enough, safety issues, will the Chamber of Commerce charge a fee, and compliance with the Building and Ground Use Policy and Procedures. After the discussion, Chairman S. Burke Specht rescinded her motion and G. Mills rescinded her second. L. Rosato will review the grounds use policy in regards to charging for activities on Library Property. S. Burke Specht will ask the Chamber to answer the concerns brought forth by LBOD members.

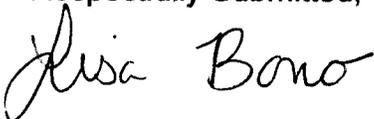
E. Volpati entered the meeting at 8:01.

3. **Consideration of CCCT Grant Contract:** Chairman, S. Burke Specht made a motion to approve the contracts for the First Selectman's signature on the CCCT grant pending review from Town Council, which was seconded by G. Mills. All voted in favor and the motion passed unanimously.

Public Comments: There were no public comments

Adjourn: As there was no further business of the board, G. Mills made a motion to adjourn the meeting which was seconded by D. Gaita. All voted in favor and the motion passed unanimously. The meeting adjourned at 8:23 p.m.

Respectfully Submitted,



Lisa Bono, Recording Secretary

DIRECTOR'S REPORT TO THE BOARD

May 2009

BUDGET FY 2008-09 YEAR END:

All funds for the current year's budget will be spent or encumbered as of June 30, 2009. There will be small amounts left for some line items. A request of the board to transfer funds will be made at the June board meeting. Generally, most funds are approved for transfer to the -212 Books and Materials account. The approximate status of each account at year end will be as follows:

<u>ACCOUNT</u>	<u>YEAR END APPROXIMATE BALANCE</u>
-201 Supplies	Less than \$500
-301 Employee Education ¹	Over by less than \$100
-313 Contracted Services ²	\$1,000
-321 Telephone	\$ 500
-358 Programs	\$ 0 or just a few dollars
-359 Dues ³	\$ 25
-403 Capital	\$ 0
-212 Books & Materials	\$ 0
-105 Part Time Salaries ⁴	\$ Less than \$1,000

¹ With the addition of Office 2007 on the public computers, training in Word 7 and Excel 7 was necessary for some staff. These workshops are being offered by the State Library in May and June.

² The large amount left over is due to the change in the contract terms with Pitney Bowes for the postage machine at the end of the first quarter. Last year's rate that was budgeted was \$402 per quarter; current rate is \$351.21 per quarter. We were not charged for the first quarter. This yielded a savings of approximately \$551.00.

³ Membership dues for Connecticut Library Consortium was budgeted for \$625, but we were charged \$600.

⁴ There may be funds left in the part time salaries account due to several snow day and holiday hours that were not made up by staff.

CENTENNIAL CELEBRATIONS:

Library staff is working on displays for Library Awareness Day on June 23rd. Some ideas include photo poster displays of "back of the house" operations such as what it takes to get a book ordered and onto the shelves, and steps taken to present a program. An updated brochure of the 100 services the Library offers will be ready for distribution to the public. There will be

Director's Report May 2009

small displays around the Library featuring the old catalog card drawers with catalog cards – yes, we do still have some left, books on reading and libraries, and some of the old photographs we have of the Seelye Family and the Library in its early years. The “One Hundred Books of the Century” list, prepared by Committee member Rebecca Hussey, will be available with a display of several of those books. The list soon will be available on the website. Some vendors, such as Bibliomation, will be contacted to see if they can provide demonstrations and/or novelty giveaways. June 23rd also is the date for the Centennial- themed summer reading kickoff program, *Let's Celebrate! 100 Years of Reading*, featuring Ronald McDonald in *It's Booktime!* A full report of the Committee will be given at the meeting.

CONNECTICUT COMMISSION ON CULTURE & TOURISM GRANT:

The director and chairman of the board, along with Grants Administrator, Phyllis Kansky, from the Municipal Center, attended the required grants workshop in Hartford on April 28th. The Chairman Shani Burke Specht, Library Board member Dan Gaita, and the director have reviewed the grant requirements. A report on progress to date will be given at the board meeting.

CONNECTICUT STATE LIBRARY CONSTRUCTION GRANT:

A letter requesting an extension for the State Library's construction grant was drafted by the First Selectman's office. Town and Library representatives are required to attend a State Library Board meeting in July to request the extension.

CAPITAL CAMPAIGN:

All of the pansies have sold. The gross sales were \$1,507; expenses were \$171.43; net profit \$1,335.57 -- \$64.32 more than Bethel Blooms 2008. This includes the sale of 4 Centennial t-shirts, 1 sweatshirt, 1 window decal and door prize tickets. In-kind donations equal approximately \$1,066 in value and include both the door prizes from 10 merchants and pansies from Hollandia and Shakespeare's Garden. Committee volunteer Debbie Smith and the director sent hand-written thank you cards to all of the sponsoring merchants and the volunteer teens who helped with the sale. The town-wide mailing was prepared and sent. A full report of the Development Committee will be given at the board meeting.

HOUSE COMMITTEE:

The House Committee met on May 6th. The Committee did a walk through of the building and the Library grounds. The director made several recommendations for improvements. A full report will be given at the board meeting.

JACQUE PEPIN PROGRAM:

This program, by far, has been the most popular the Library has offered for adults. Registration is at 136 and still climbing. We'll have to cut off at 150 as that is the number of chairs available. Mr. Pepin has donated his fee of \$500 (truly a bargain rate) to the capital campaign. Proceeds from the sale of his cookbook and/or memoirs will benefit the capital campaign as well. Many many thanks to Susan Anderson, Assistant for Programs and Public Relations, who did the lion's share of the work planning this program, and to Barbara van Achterberg, Adult Services Librarian, for her assistance. This is the final program in the author series sponsored by Union Savings Bank.

PROGRAM SPONSORS:

The Executor for the Ruth Krauss Estate has given \$500 to be used for children's programs. The Krauss Estate also has given \$11,500 to the capital campaign and is sponsoring the Teen Reading Area. Also, the Friends have agreed to give \$2,000 to sponsor programs in the coming year. This will help quite a bit with our reduced program budget for next fiscal year.

SPALDING OFFICE SYSTEMS:

Spalding Office Systems in Monroe has provided the Library with 2 free photocopiers for use by the public as well as a coin operated color printer for the public computers in the adult area. Maintenance, paper, ink, toner and other supplies were supplied at no cost to the Library. In exchange, Spalding collected the proceeds. In addition, Spalding maintained the print management software for the adult public computers as well as for the microfilm machine. The untimely passing of the company's owner has left all of Spalding's customers in limbo. The director sent a registered letter, which was reviewed by Assistant Town Attorney Steven Gallagher, requesting immediate service and/or acknowledgment that service will be provided. The director received a call from Metro Imaging Services in New Jersey stating that MIS was poised to assume all of Spalding's customers within the month, once the legalities of transfer are completed. Terms for continued service will be discussed with MIS when it is legally okay to do so. Meanwhile alternatives are being pursued, though free copiers in libraries are becoming extremely rare and some companies that used to provide this service are no longer in business. There wasn't a single vendor at the CLA conference this year, when normally there are 3 to 5. The Library may need to budget for these services in the coming year.

PERSONNEL:

Teen Services Librarian Amy Schumann will participate in Career Day at the Johnson School. Three staff attended the Library's program on resume writing with Sue Troupe to get ideas for teaching our own class on this in the future. The *Job Search and Workplace Skills* section of online database, *Learning Express*, will be incorporated into the class. Four staff attended the Connecticut Library Association's annual conference in New Haven. Registration for the 4th person was free. Highlights included a presentation by former Poet Laureate Robert Pinsky who gave Adult services Librarian Barbara van Achterberg an idea for a future program, *Branding & Marketing Your Library*, and *Can Christmas Trees Get You into Trouble?* – the answer is “no”, they are considered secular. The program also discussed legal issues regarding meeting room policies. Staff evaluations continue.

MISCELLANEOUS:

- About half of the summer reading books from the schools have been processed. These will be available for loan a week to 10 days before school ends.
- The director took 5 days vacation in mid-May.

Respectfully submitted,

Lynn M. Rosato
Library Director

**BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT**
Month Ended: April, 2009

Library Board of Directors Accounts						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
4-1-2009			\$ 4,677.22			Beginning Balance
4-6-2009	\$ 500.00		\$ 5,177.22	DEP	Deposit	Deposit
4-27-2009		\$ 1,625.00	\$ 3,552.22	1458	Screen Designs	Centennial T-Shirt
4-30-2009	\$ 500.00	\$ 1,625.00	\$ 3,552.22			Ending Balance
MONEY MARKET						
Date	Credits	Debits	Balance	Check #	Payee	Description
4/1/2009			\$ 25,376.63			Beginning Balance
4/30/2009	\$ 54.20		\$ 26,430.83	INT		Interest Income
4/30/2009	\$ 54.20	\$ -	\$ 26,430.83			Ending Balance
CONSOLIDATED LBOD ACCOUNTS						
Date	Credits	Debits	Balance			Description
4-1-2009	\$ 554.20	\$ 1,625.00	\$ 29,983.05			Monthly Totals - Consolidated Balance
		\$ 4,908.71	\$ 25,074.34			Centennial Expenses
		\$ 8,000.00	\$ 17,074.34			Encumbered Funds
4/30/2009	\$ 554.20	\$ 14,533.71	\$ 17,074.34			Encumbered Funds Available Balance - less encumbered funds
Building Fund Accounts						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
4-1-2009			\$ 159.73			Beginning Balance
4-16-2009	\$ 350.00		\$ 509.73	EFT	Transfer from Money Mkt	Transfer from Money Mkt
4-16-2009		\$ 200.00	\$ 309.73	1117	Shari Burke Scepter	Expenses
4-20-2009		\$ 15.64	\$ 294.09	1110	Lynn Rosato	Door Price Tickets
4-22-2009		\$ 130.00	\$ 164.09	1118	Carrazzelli	Serial Blooms Expenses
4-28-2009		\$ 31.79	\$ 132.30	1120	Rosen Crivo	Expenses
4-30-2009	\$ 350.00	\$ 377.43	\$ 132.30			Ending Balance
CHECKING (Credit Card)						
Date	Credits	Debits	Balance	Check #	Payee	Description
4-1-2009			\$ 14,002.97			Beginning Balance
4-2-2009		\$ 7.95	\$ 13,995.02	CCD	Union Savings Bank	Merchant Service Fee
4-30-2009		\$ 7.95	\$ 13,987.07			Ending Balance
MONEY MARKET						
Date	Credits	Debits	Balance	Check #	Payee	Description
4-1-2009			\$ 113,674.73			Beginning Balance
4-9-2009	\$ 185.31		\$ 113,860.09	DEP		See Donor Report
4-16-2009		\$ 350.00	\$ 113,510.09	EFT	Transfer to Checking	Transfer to Money Mkt
4-29-2009	\$ 750.00		\$ 114,260.09	DEP		See Donor Report
4-29-2009	\$ 200.00		\$ 114,460.09	DEP		See Donor Report
4-29-2009	\$ 115.00		\$ 114,575.09	DEP		See Donor Report
4-29-2009	\$ 590.33		\$ 115,165.42	DEP		See Donor Report
4-30-2009	\$ 233.73		\$ 115,399.15	INT		Interest Income
4-30-2009	\$ 2,074.37	\$ 350.00	\$ 115,399.15			Ending Balance
CONSOLIDATED BUILDING FUND ACCOUNTS						
Date	Credits	Debits	Balance			Description
4-30-2009	\$ 2,424.07	\$ 733.03	\$ 129,325.47			Monthly Totals - Consolidated Building Fund
		\$ 2,500.00	\$ 127,025.47			Encumbered Funds
		\$ 2,500.00	\$ 124,525.47			Development Committee
		\$ 40,000.00	\$ 84,525.47			Development Committee
		\$ 30,000.00	\$ 54,525.47			Development Committee
4-30-2009	\$ 2,424.07	\$ 125,375.03	\$ 4,150.47			Encumbered Funds Available Balance - less encumbered funds
Grant Fund Account						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
4-1-2009			\$ 2,971.77			Beginning Balance
4-17-2009		\$ 515.00	\$ 2,456.77	1211	Supply Plus	Books for Supply Plus Accounts
4-29-2009		\$ 800.00	\$ 1,656.77	1212	Supply Plus Account	Subscriber Fee
4-30-2009			\$ 1,656.77			Ending Balance
Scholarship Fund Account						
CERTIFICATE OF DEPOSIT						
Date	Credits	Debits	Balance	Check #	Payee	Description
12-1-2008			\$ 12,898.06			Beginning Balance
12-31-2008	\$ 23.73		\$ 12,921.79	INT		Interest Income
2-14-2009	\$ 33.32		\$ 12,955.11			Interest Income
2-14-2009	\$ 75.91		\$ 13,031.02			Ending Balance

BOARD OF DIRECTORS' Bethel Library Capital Campaign -- May 2009 Library Board Report; Report covers activity from April 1-30, 2009 statement

DATE ENTERED	SOURCE	TYPE	AMOUNT RECEIVED	IN-KIND RECEIVED	DATE REC'D (Check date)	EXPENDED	DATE EXP (Invoice date)	HOW EXPENDED	VENDOR	PO #	CHECK #	
	Key: I = Individual; IMO = In memory of; E = Event; S = In-house sale; CM = Company Match; FG = Foundation Grant LO = Local Organization											
	TOTAL (Income minus expenditures)		\$129,526.47									
	TOTAL RECEIVED (cash only)		\$314,459.96									
	TOTAL RECEIVED (cash & in-kind)		\$364,837.09	\$50,377.13								
	OPENING BALANCE 12/31/01		\$ 3,165.00			\$184,933.49						
03/25/09	Water sales -- in-house	I	\$ 20.00	r	03/05/09							
03/25/09	Window Decals	S	\$ 10.00	r	03/25/09							
03/25/09	Anonymous cash donations	S	\$ 20.00	r	03/25/09							
03/25/09	Keep the Change	I	\$ 40.00	r	03/25/09							
03/25/09	Keep the Change	E	\$ 95.31	r	03/25/09							
04/08/09	Specht, Shani Burke for Bethel Blooms 09	E	\$ -	r	x	\$ 200.00	04/08/09	Bethel Blooms 09 seed money	Shani Burke Specht		Bd 1117	
04/13/09	Caraluzzi's Markets for Bethel Blooms 2009	E	\$ -	r	x	\$ 130.00	04/10/09	Bethel Blooms 09 pansies 40 handle packs @ \$3.25 each	Caraluzzi's Canfield Corner Pharmacy Party Depot		Bd 1118	
04/16/09	Rosato, Lynn for Bethel Blooms 2009	E	\$ -	r		\$ 15.64	04/16/09	Bethel Blooms 09 Door Prize Tickets			Bd 1119	
04/24/09	Crnic, Robert for Bethel Blooms 2009	E	\$ -	r		\$ 31.79	04/17/09	Helium tank			Bd 1120	
04/24/09	Specht, Shani Burke	E	\$ 200.00	r	04/18/09			Bethel Blooms 09 seed money				
04/17/09	Kline, Suzy (U.S. Author Program 4-09)	E	\$ 500.00	r	04/08/09			Author donated fee to campaign Union Savings sponsored author program 4-17-09	Suzy Kline			
04/17/09	Kline, Suzy 09 Program/sale of books	E	\$ 250.00	r	04/14/09							
04/23/09	Window Decals	S	\$ 5.00	r	04/23/09							
04/23/09	Anonymous cash donations	I	\$ 9.00	r	04/23/09							
04/23/09	Keep the Change	E	\$ 37.00	r	04/23/09							
04/23/09	Readathon sponsored by Mom's Club of Bethel March 2009	E	\$ 654.33	r	03/31/09							
5/18/2009	Monthly Charge CC 4-09	\$	\$ -	r		\$ 7.95	04/30/09	Centennial Event	Elavon			
05/18/09	Interest MM 4/1-4/30/09 Union Savings	\$	\$ 233.73	r	04/30/09			Merchant Service fee				
	TOTAL RECEIVED/EXPENDED 4/1/-4/30/09		\$ 2,074.37			\$ 385.38						