



# BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

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## MINUTES OF REGULAR MEETING

TOWN OF BETHEL  
TOWN CLERK

Tuesday, September 29, 2009

7:00 p.m.

CJH Municipal Center – Meeting Room “A”

**Present:** Shani Burke Specht, Chairman, Tom Addonizio, Linda Curtis, Daniel R. Gaita, Lorraine Go, Doratheia Gulya-Stasney, Leslie Mason, Richard Merritt, and Geraldine Mills.

Lynn Rosato, Library Director

**Absent:** Terri Rotella and Elisa Volpati

**Call to Order/Pledge of Allegiance:** Chairman, S. Burke Specht called the Special Meeting to order at 7:09 p.m., and led all in the Pledge of Allegiance.

**Announcements:** Chairman, S. Burke Specht announced that Bob Crnic has resigned his position on the Library Board of Directors. Chairman, S. Burke Specht stated that she was sad to see him go and that he added a lot of ideas to the board as well as the Development Committee. G. Mills stated that it was with deep regret to accept the resignation. He has been a loyal friend, he showed kindness to all the people in town and he did a great job on the board. L. Mason echoed the comments and applauded him for all of his efforts and work he did for the board.

**Correspondence:** L. Rosato handed out a letter from Jenny Tesar, President of Friends of the Bethel Public Library. In the letter J. Tesar stated that she had received an e-mail from Chairman, S Burke Specht saying that she would add a report from the Friends on the LBOD agenda. Unfortunately, J. Tesar could not attend the LBOD meeting. J. Tesar also stated that she wanted a clarification as to the purpose of adding the report to the agenda but also did not have anything to report at this time.

**Approval of Minutes: August 31, 2009:** L. Curtis had a few corrections to the minutes. L. Curtis wanted it clarified that her request to add two items to the agenda was not part of public comments. L. Curtis specifically made this request before the floor was opened to public comments because two items that she had requested be put on the agenda in an e-mail to S. Burke Specht on August 20, 2009, had been left off the agenda. L. Curtis had sent that in response to her e-mail to the board that the regular meeting on August 24, 2009 was

cancelled. So, L. Curtis made a motion to add 1) consideration of sending the by-laws back to the Policy Committee for review and 2) because we do listen to Public Comment; consideration of making Public Comment permanently at the beginning of the agenda. L. Curtis also wanted it known that she did not say that she was happy to see public comment at the beginning of the agenda. L. Curtis also wanted it on the record that after Chairman, S. Burke Specht stated that the items could not be added to the agenda of a Special Meeting, L. Curtis requested that the two items be put on the agenda of the September board meeting. L. Curtis wanted this for the record because she thought it was important to note that the Chair has ignored repeated requests from half of the board members to review certain aspects of the by-law revisions.

G. Mills made a motion to approve the August 31, 2009, minutes as corrected which was seconded by R. Merritt. All voted in favor and the motion passed unanimously.

G. Mills made a motion to approve the September 22, 2009 minutes of the special meeting as presented which was seconded by R. Merritt. Voting in favor: Chairman, S. Burke Specht, T. Addonizio, D. R. Gaita, D. Gulya-Stasney, L. Mason, G. Mills, and T. Rotella. L. Curtis and L. Go abstained. The motion passed 7/0 with 2 abstentions.

**Librarian's Report:** L. Rosato spoke of the following: The repair of the front door, the Pitney Bowes Postage, and her work on the History of the Library book. D. Gulya-Stasney wanted to state for the record that she was grateful to the Friends of the Library for donating 25 adult copies of community book read, "Dewey the Cat" and 10 copies of the children's version of the book. G. Mills made a motion to accept the Librarian's Report which was seconded by L. Go. All voted in favor and the motion passed unanimously.

**Treasurer's Report:** T. Addonizio handed out the treasurer's report for August 2009. He spoke of the following; The AMEX bill, the \$35,000 encumbered amount in the Building Fund Account and the donor report. G. Mills made a motion to accept the treasurer's report, which was seconded by R. Merritt. All voted in favor and the motion passed unanimously.

A discussion of the Friends of the Library took place. Chairman, S. Burke Specht had asked the Friends of the Library to come to the meeting so that the 2 organizations could work together to meet our common goals. In addition the Board was interested in the success of the Steve Lippia Concert fund raiser, the profit from the book sale, and recognizes that the Birthday Gala is also a Friends of the Library event. A discussion then ensued regarding these topics. The next meeting of the Friends is on Thursday, October 15, 2009, at 7:00 pm in the Seeley House.

G. Mills excused herself from the meeting at 7:28pm to represent LBOD at the Board of Selectman Meeting.

**Centennial Committee Report:** The Centennial Committee Chairman, S. Burke Specht stated that the Birthday Gala is moving along nicely. T Addonizio reported that dinner selections have been made; they are still working on the entertainment; Yard signs will be made, formal invitations will go out for the VIP list, less formal invitations will be at the

circulation desk, they still need volunteers; Board members are needed for the registration table. Chairman, S. Burke Specht wanted to thank G. Mills for meeting with Big Y. Big Y has donated the flowers that will go on the tables at the Gala.

Mary Claire Quine, Committee Volunteer, has been working on the community book read. The Centennial Committee is looking for book groups who would be interested in reading, "Dewey the Cat". They are also looking to go into preschools to read the children's version of the book. Lastly, 3 book sessions have been scheduled in December.

Newtown Savings Bank has agreed to pledge \$35,000 for the circulation desk. In return they would like recognition at the circulation desk with input on where it goes, do a check presentation, have a press release, put a story in the Library Newsletter and web-site, verbal recognition and 1 table for 10 at the Birthday Gala. D. Gulya-Stasney made a motion to accept the pledge, the payment schedule, and recognition terms, which was seconded by D. Gaita. All voted in favor and the motion passed unanimously. Chairman, S. Burke Specht expressed her appreciation to Bob Crnic for his work on receiving the \$35,000 pledge.

G. Mills returned to the meeting at 7:44 pm.

**Development Committee Report:** Development Committee Member, R. Merritt thanked Debbie Smith for her excellent job on coordinating the mum sale and coordinating the 3 shifts of teens that worked at the mum sale. He thanked L. Mason for her help at the event as well. R. Merritt also gave a breakdown of what was sold at the event and the net profit from the event.

D. Gaita spoke of the Library's PayPal account and the donation option on the web-site.

Chairman, S. Burke Specht and L. Rosato met with Danbury Savings Bank for a possible donation to the capital campaign fund. They have decided to be a platinum sponsor for the Gala. Chairman, S. Burke Specht and L. Roasto also met with Union Savings Bank but they have met their budget on sponsorships for the year. Chairman, S. Burke Specht and L. Rosato will visit them again after the first of the year.

D. Gaita made a motion to add the update from the town committee on the agenda, which was seconded by R. Merritt. All voted in favor and the motion passed unanimously.

**Grants Committee:** The Grants Committee Chairman, L. Mason reported that she inquired about the Savings Bank of Danbury Foundation but the Library was not eligible for a grant because it is a government agency. The Friends of the Library can apply on the Library's behalf. She also stated that the deadline for the Meserve Fund is September 30, 2009, but that it was not enough time to get the information together. However, they can apply for the fund in 6 months.

**Unfinished Business:**

- 1. Goals and Objectives Review:** Chairman, S. Burke Specht reported that the LBOD was doing well with completing the goals and objectives. D. Gaita stated that there was no need to discuss a contract for the Director. This goal is considered completed. D. Gaita also stated that Evaluate and/or implement a Customer/Patron Service Program should also be considered as completed. D. Gaita and L. Rosato talked about it and there is already a way set up for assuring customer service. A discussion then ensued regarding the plan. In the discussion, it was determined that the results of the surveys still need to be gone through. The timeline for this goal was moved to Dec/Jan and the planning committee will also be assisting in getting this goal completed. Chairman, S. Burke Specht stated that the LBOD has gotten a lot done so far this year and that they should be proud.

**Town Meeting:** G. Mills stated that the Town Meeting to accept the grants has been rescheduled for Wednesday, October 14, 2009. A specific time was not given but that it would probably be at 7:00 pm. Chairman, S. Burke Specht thanked G. Mills for going to the meeting and representing the LBOD.

L. Curtis made a motion to add the consideration of keeping Public Comments at the beginning of the agenda to the current meetings agenda which was seconded by G. Mills. Chairman S. Burke Specht stated that the by-laws and town charter specifically states that the Chairperson of a Board or commission writes the agenda. So by voting on the motion there would be a contradiction of the by-laws and town charter. D. Gulya-Stasny made a point of order that an item cannot be added to the agenda after Public Comments. A discussion then ensued about the proper procedure for making motions that add item(s) to the agenda. Since L. Curtis made the motion in the middle of the meeting, she rescinded her motion and G. Mills rescinded her second.

D. Gaita also had to rescinded his motion regarding adding an update from the town meeting because it was not made at the beginning of the meeting and R. Merritt rescinded his second.

#### **New Business:**

- 1. Library Director Performance Evaluation:** L. Rosato handed out a packet to each of the board members. D. Gaita requested that the packets be filled out returned to him before next month's meeting. D. Gaita also stated that he wanted to go over the results of the anonymous test that was given to all of the Library's full time employees regarding the Library Director's performance. All of the employees opted out of the option to discuss the Library Director's performance. So moving forward there would not be a need to add this type of measure and the one time test will not be repeated.

Chairman, S. Burke Specht thanked D. Gaita for all of his work for putting together the process. She also stated to the LBOD to take the review seriously and give good, professional, constructive feedback.

- 2. Preparation for 2010-2011 Budget:** Chairman, S. Burke Specht stated that the Technology Committee, Planning Committee and Personnel Committee need to meet to

discuss next year's budget. After these committees meet, then the Finance Committee can meet. The budget needs to be submitted to the Board of Finance before the end of the year.

- 3. Committee Appointments:** Chairman, S. Burke Specht asked for a volunteer to chair the Development Committee. R. Merritt volunteered for the position. G. Mills made a motion to nominate R. Merritt to replace B. Crnic as the chairman of the Development Committee, which was seconded by L. Go. All voted in favor and the motion passed unanimously.

G. Mills made a motion to nominate Matt Hastava, Branch Manager of Newtown Savings Bank (Downtown Branch), and Nan Rinaldi, Branch Manager of Newtown Savings Bank (Stony Hill Branch) to the Centennial Committee which was seconded by D. Gulya-Stasney. All voted in favor and the motion passed unanimously.

**Adjourn:** As there was no further business of the board, D. Gulya-Stasney made a motion to adjourn the meeting which was seconded by G. Mills. All voted in favor and the motion passed unanimously. The meeting adjourned at 8:33 p.m.

Respectfully Submitted,

*Lisa Bono* *ues*

Lisa Bono, Recording Secretary