



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

## MINUTES OF REGULAR MEETING

Bethel Public Library Board of Directors

Monday, February 22, 2010

7:00 p.m.

CJH Municipal Center, Meeting Room "A"

RECEIVED

2010 FEB 26 P 1:58

TOWN OF BETHEL  
TOWN CLERK

**Present:** Jane Bickford, Chairman; Tom Addonizio, Shani Burke Specht, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Robin Kahn, Richard Merritt, Terri Rotella, Elisa Volpati, Directors.

Lynn Rosato, Library Director

**Absent with notice:** Trisha Lewis, Vice Chairman; Kim Adams

**Visitors:** Bob Tripi, Library Building Committee Chairman

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** Chairman Bickford called the meeting to order at 7:04 p.m., and led all in the Pledge of Allegiance.

**PUBLIC COMMENTS** None.

Shani Burke Specht made a motion to add "Annual Goals and Objectives" as item #6 to New Business. Robin Kahn seconded the motion, which passed unanimously.

**CORRESPONDENCE/ANNOUNCEMENTS** Chairman Bickford reported on an invitation received from the Bethel Visiting Nurse Association to attend the Breakfast for Care April 23 at the Ethan Allen Inn.

Chairman Bickford reported on correspondence received from the Freedom of Information Commission. It is a notice of withdrawal in the matter of the complaint by Jane Bickford against the Board of Directors, Bethel Public Library. Chairman Bickford read the contents of the letter, a copy of which will be filed with the minutes of the February 22 meeting of the Library Board.

Chairman Bickford reported on the interest income statement, a copy of which will be made available.

Chairman Bickford reported on correspondence received from First Selectman Matt Knickerbocker. Kim Adams has been appointed to fill the vacancy on the Board resulting from Dan Gaita's resignation. Kim Adams has been sworn in and has attended a meeting of the Development Committee. Dorathea Gulya-Stasny requested that Chairman Bickford read Dan Gaita's letter of resignation aloud. Chairman Bickford read the letter and said that a copy of it has been filed with the Town Clerk.

Dorathea Gulya-Stasny had a question re: Chairman Bickford's email correspondence of January 21. Discussion of item #8 in that correspondence, the Library Director's role in distributing information to members of the Board.

Chairman Bickford reported on the budget presentation to the Boards of Selectmen and Finance, whose members had many general questions about the library.

Chairman Bickford reported that she and Library Director Rosato met with Bob Tripi last week, and today with First Selectman Knickerbocker, to discuss the current status and future of the library building project.

Shani Burke Specht commented that she was in attendance at the budget meeting, and complimented the work of Chairman Bickford and Library Director Rosato. Robin Kahn was also in attendance. Discussion of questions raised at the budget meeting re: staff salaries.

**APPROVAL OF MEETING MINUTES** Chairman Bickford presented four sets of meeting minutes for approval, December 10 & 14, 2009, and January 11 & 26, 2010.

Discussion of December 10, 2009, meeting minutes. Elisa Volpati noted a discrepancy in the time of the Call to Order. Discussion. Second paragraph of the December 10 minutes to be stricken.

Elisa Volpati moved to approve the December 10 minutes as corrected. Motion seconded by Shani Burke Specht.

Voting "yes": Tom Addonizio, Eileen Freebairn, Dorathea Gulya-Stasny, Richard Merritt, Terri Rotella, Shani Burke Specht, Elisa Volpati.

Voting "no": none.

Abstain: Jane Bickford, Robin Kahn, Jim Forman.

Discussion of December 14, 2009, meeting minutes. Elisa Volpati noted a misspelling of her first name in the third paragraph of the minutes. Shani Burke Specht noted a misspelling of the name of the representative from the Governor's Office in the second paragraph under "Correspondence": Matt "First" should be Matt "Frist." Discussion of the use of the title "chairman" in the Committee Reports. The minutes should be corrected to replace "chairman" with "director" in the reports of the Development, Facility, Finance and Grants Committees.

Shani Burke Specht moved to approve the December 14 minutes as corrected. Motion seconded by Elisa Volpati.

Voting "yes": Tom Addonizio, Eileen Freebairn, Dorathea Gulya-Stasny, Richard Merritt, Terri Rotella, Shani Burke Specht, Elisa Volpati.

Voting "no": none.

Abstain: Chairman Bickford, Robin Kahn, Jim Forman.

Discussion of January 11, 2010, meeting minutes. Shani Burke Specht recommended adding "outgoing Library Board members Geraldine Mills, Lorraine Go, Linda Curtis and Leslie Mason" to the first paragraph of "Correspondence and Announcements."

Robin Kahn moved to approve the January 11 minutes as corrected. Motion seconded by Tom Addonizio. Motion passed unanimously.

Discussion of minutes of January 26, 2010, special meeting. No corrections or additions. Motion made by Tom Addonizio to approve January 26 minutes as submitted. Motion seconded by Eileen Freebairn.

Voting "yes": Tom Addonizio, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Robin Kahn, Richard Merritt, Terri Rotella, Shani Burke Specht.

Voting no": none.

Abstain: Chairman Bickford, Terri Rotella, Elisa Volpati.

**TREASURER'S REPORT** Treasurer Tom Addonizio distributed two reports for the months ending December 2009 and January 2010. Discussion of Building Fund account, Gala proceeds.

Motion made by Shani Burke Specht to accept Treasurer's Report as submitted. Motion seconded by Jim Forman and passed unanimously.

**LIBRARY DIRECTOR'S REPORT** Library Director Rosato distributed copies of the Library's Monthly Statistics for January 2010. She requested short bios from each of the Board members for inclusion in the Library's newsletter. Discussion. A group photo of the Board was taken by Library Director Rosato.

Motion made by Shani Burke Specht to accept the Library Director's Report as submitted. Motion seconded by Jim Forman, and passed unanimously.

### **UNFINISHED BUSINESS**

**Library Building Committee Report:** Bob Tripi, chairman of the Library Building Committee, reported on his recent discussions with the Morganti Group, which has submitted a revised project budget estimate based on information received from contractors. The estimate includes the cost for parking.

Chairman Bickford distributed three sets of figures of money still needed based on the project budget as submitted in the grant application to the State Library, the revised estimated budget submitted by Morganti, and a compromise budget of halfway in between those two figures. Chairman Bickford noted that if the Morganti estimate is correct, the amount of the State Library grant for which the project is

be required. Chairman Bickford noted that the money previously encumbered by the CCCT grant can be freed up to cover something else.

Bob Tripi reported that the Library Building Committee is not meeting at the present time.

Tom Addonizio suggested trimming the building project to enhance fundraising efforts and encourage donations. Discussion. Library Director Rosato noted that changes to the project could potentially affect grants already committed, including the State Library grant. Discussion of parking, and the impact of possible changes to the project. Discussion of money designated for the Seelye House, restrictions and requirements.

Elisa Volpati stressed the importance of completing the documents required to get hard numbers for the project. Chairman Bickford asked if there is alternate funding available for parking. Library Director Rosato recommended allocating the money needed to hire an architect. Discussion. Chairman Bickford proposed unencumbering some of the money from the CCCT grant and re-encumbering it for the purpose of hiring an architect. Bob Tripi noted that all of the original and revised documents for the project are available, and that the cost to hire an architect to prepare final documents and plans would be a minimum of \$50,000. Discussion.

Motion made by Dorathea Gulya-Stasney to encumber \$50,000 for an RFP to create bid documents for architectural services. Bob Tripi commented that the initial cost would actually be around \$2,000 to prepare an RFP for bids from architects to prepare the final documents and plans. Dorathea Gulya-Stasney amended her motion to encumber an amount not to exceed \$2,000. Motion seconded by Shani Burke Specht, and passed unanimously.

Tom Addonizio posed a question regarding the timeline. Bob Tripi responded that three months would be needed to get the process started.

Motion made by Tom Addonizio to add an agenda item to the regularly-scheduled May meeting of the Library Board to review the Building Committee recommendations regarding an architect. Motion seconded by Terri Rotella, and passed unanimously.

Bob Tripi left the meeting, after being thanked by the Board for his report.

Shani Burke Specht distributed a letter addressed to Chairman Bickford which included a report on issues the Library Board needs to address.

**Centennial Committee Final Report:** Shani Burke Specht reported that the committee had not met to issue a final report. Discussion. Shani Burke Specht will provide the committee's final report at the March meeting of the Library Board.

**Grants Committee Status Report:** Shani Burke Specht reported from the minutes of the December 7, 2009, meeting of the committee. The committee obtained grants of \$90,000 from CCCT, and \$5,000 from the Culpepper Foundation. With the \$150,000 grant obtained by State Representative Jason Bartlett through the Department of Economic Development, the grant total to the Capital Campaign was \$245,000 in 2009. The committee recommends applying for the following grants in 2010: Savings Bank of Danbury (application due Spring 2010); Kresge Foundation (rolling application date); and

Meserve Fund (due March 2010). The committee also talked about creating a technology training program at the Library, and to apply for grants targeted for that purpose. Other suggested programs include a teen learning program focused on media for learning; an adult ESL/computer literacy program; and a job training program in conjunction with the Chamber of Commerce.

Tom Addonizio asked if the Grants Committee focus is morphing from building and “bricks and mortar” projects to funding for programs and resources. Shani Burke Specht confirmed that change in the committee’s efforts. Discussion of specific grant opportunities ensued, including discussion of the specifics of the Kresge and Meserve funding guidelines, and possible opportunities for federal grant money, and for money from local businesses. Chairman Bickford commented that the Savings Bank of Danbury gives grants only to 501(c)3 nonprofits, so the Friends could be approached to be the applicant for funding for something for the community room.

**Library Board Transition Report:** Shani Burke Specht contacted Pitney Bowes re: the lease agreement for the postage meter at the Library. Library Director Rosato reported that the meter is no longer in the building.

Shani Burke Specht contacted Senator Lieberman’s office re: federal earmark funding for the Library. She also reported that First Selectman Knickerbocker stated he will be in contact with Representative Chris Murphy to discuss the issue of federal earmarks.

Discussion of new sticker for Library sign. Shani Burke Specht reported that Newtown Savings Bank would like a copy of the newspaper article and magazine publicizing their recent donation to the Library, and that the contracts for the CCCT grant still need to be executed. Discussion.

Shani Burke Specht distributed copies of the Library Renovation budget. Chairman Bickford asked a question about files/documents pertaining to the large anonymous donation. Shani Burke Specht will look for these. Mrs. Specht agreed to return Building Committee files and other documents to the Library.

**Consideration of the Library Director Evaluation Process:** Chairman Bickford distributed a timeline for the process, and recommended that this issue be sent to the Personnel Committee for review. Discussion.

Motion made by Tom Addonizio to approve the process as previously reviewed. Motion seconded by Elisa Volpati. Discussion.

Voting “yes”: Tom Addonizio, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Richard Merritt, Terri Rotella, Shani Burke Specht, Elisa Volpati.

Voting “no”: none.

Abstain: Robin Kahn.

Motion made by Tom Addonizio to reaffirm the Library Director Evaluation Process as performed in 2009. Motion seconded by Terri Rotella.

Voting "yes": Tom Addonizio, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Richard Merritt, Terri Rotella, Shani Burke Specht, Elisa Volpati.

Voting "no": none.

Abstain: Robin Kahn.

## **NEW BUSINESS**

**Committees—Final Appointments and Assignments:** Chairman Bickford read the following appointments to Library Board committees:

Executive Committee—Jane Bickford, Chair; Tom Addonizio, Robin Kahn, Trisha Lewis, Members.

Finance Committee—Tom Addonizio, Chair; Jim Forman, Eileen Freebairn, Richard Merritt, Members.

House Facilities Committee—Terri Rotella, Chair; Dorathea Gulya-Stasny, Elisa Volpati, Members.

Personnel Committee—Eileen Freebairn, Chair; Kim Adams, Dorathea Gulya-Stasny, Members.

Planning Committee—Jane Bickford, Chair; Robin Kahn, Vice Chair; Kim Adams, Jim Forman, Members.

Discussion of Bylaws and chairmanship of Planning Committee.

Policy Committee—Trisha Lewis, Chair; Robin Kahn, Terri Rotella, Members.

Scholarship Committee—Dorathea Gulya-Stasny, Chair; Eileen Freebairn, Terri Rotella, Members.

Technology Committee—Richard Merritt, Chair; Tom Addonizio, Jim Forman, Members.

Development Committee—Trisha Lewis, Chair; Kim Adams, Jim Forman, Richard Merritt, Terri Rotella, Members.

Grants Committee—Shani Burke Specht, Chair; Tom Addonizio, Elisa Volpati, Members.

Shani Burke Specht requested a recess. Chairman Bickford called a five-minute recess at 8:41 p.m. Chairman Bickford called the meeting back to order at 8:45 p.m.

**Volunteer Reception:** Library Director Rosato reported that the Volunteer Reception will be held in the Seelye Room on Thursday, April 22, from 3-5 p.m., during National Volunteer Recognition Week. The Library currently has approximately 25-30 adult volunteers. The Library staff will supply some refreshments; Library Director Rosato requested financial support from the Library Board for cake and soft drinks. Tom Addonizio offered to personally underwrite the cost. Dorathea Gulya-Stasny and other Board members offered to bake for the reception.

**Development Committee Report:** Chairman Bickford reported that the committee has met and has planned two fundraisers: a wine tasting at the Center for New Media and the Arts on September 25 to coincide with the town's Fall Festival and the installation of the Barnum statue on the Library grounds; and a Mystery Dinner Theater event at the Stony Hill Inn on May 1. WSCU drama students might be

part of the production, and Marty Bishop will again be involved. Costs for the Mystery Dinner Theater include \$5,952 for 200 dinners (including tax and gratuity), \$100 for the script (one-performance royalty) and \$50 for copies of the script. Tickets for the dinner are expected to sell for \$50 per person. Discussion of silent auction, program book, and other ideas for fundraising at the Mystery Dinner Theater, and overall strategy for the Development Committee.

Discussion of the wine tasting event. Chairman Bickford reported that souvenir wine glasses with the image of the Library etched on them would be given to attendees. The cost of these was discussed. Ticket price for the wine tasting is expected to be \$35 per person, with 200-300 people anticipated. Local restaurants will be contacted to donate trays of appetizers, and perhaps desserts. Discussion of a program book (possibly in partnership with the Historical Society), and other fundraising ideas for that weekend. Friends to be approached for possible support of the wine tasting event.

Motion made by Shani Burke Specht to encumber \$2,500 from the Capital Campaign Fund for the Development Committee annual budget, and to request that the Development Committee present an annual plan of all fundraisers to the Library Board at its March meeting. Motion seconded by Terri Rotella. Discussion. Motion passed unanimously.

**Consideration of Board Account Expenditures:** Library Director Rosato presented a request for purchase of computer software. To upgrade remaining computers from MS Office 2003 to Office 2007, the cost for 31 additional licenses is \$20 per license from Tech Soup, an online organization that provides low-cost software to eligible nonprofits. The purchase of up to four copies of Adobe PDF file converter, cost of \$45 each through Tech Soup. The purchase of 3 or 4 copies of Dragon Naturally Speaking voice recognition software, at a cost of \$170 (maximum) per copy.

Tom Addonizio recommended that the requests be sent to the Technology Committee for review and recommendation. Library Director Rosato reported that the requests went through the Technology Committee and the Finance Committee in the Fall. Shani Burke Specht asked re: Town Human Resources officer recommendation for purchase of voice recognition software. Library Director Rosato reported that HR gave verbal approval for the purchase. Discussion.

Motion made by Robin Kahn to purchase one license for Dragon Naturally Speaking for Library Director Rosato's PC. Motion seconded by Eileen Freebairn. Robin Kahn amended her motion to make the purchase contingent upon written approval by Town Human Resources. Discussion. Tom Addonizio will look into getting a donated IBM version of Dragon Naturally Speaking. Motion passed unanimously.

Discussion of requests for Office 2007 upgrade and PDF converter software.

Motion made by Shani Burke Specht that the Technology Committee review the request for purchase of additional software and report back to the Library Board at its March meeting. Motion seconded by Tom Addonizio. Motion passed unanimously.

Chairman Bickford recommended that money previously encumbered as matching funds for the CCCT grant be unencumbered from the following: \$8,000 under the Consolidated Library Board Account; \$35,000 under the Consolidated Building Fund Account; and \$30,240 under Connecticut Bond

Matching Fund. The CCCT grant actually received is for \$90,000, an amount already matched by individual donations.

Motion made by Robin Kahn to unencumber those accounts. Motion seconded by Terri Rotella.  
Discussion. Motion passed unanimously.

**By-Laws Discussion:** Chairman Bickford distributed her memo addressed to the Policy Committee charging them with reviewing the by-laws versions from 2007, 2008 and 2009 and listing major differences among those versions to be discussed by the Policy Committee with recommendations then being presented and thoroughly discussed at a Library Board meeting. Shani Burke Specht distributed copies of her recommendations for consideration by the Library Board at its March meeting.  
Discussion. Recommendations will come from the Policy Committee after it meets.

**Goals and Objectives:** Shani Burke Specht distributed copies of her suggested Goals and Objectives, and requested that Chairman Bickford put discussion of Goals and Objectives on the agenda for the next Library Board meeting. Recommendation will go to the Executive Committee.

Shani Burke Specht moved to adjourn the meeting at 9:58 p.m.. Motion seconded by Robin Kahn.  
Motion passed unanimously.

Respectfully submitted,

Andrea Forsyth Randhahn

Recording Secretary



# FREEDOM OF INFORMATION



Connecticut Freedom of Information Commission · 18-20 Trinity Street, Suite 100 · Hartford, CT 06106  
Toll free (CT only): (866)374-3617 Tel: (860)566-5682 Fax: (860)566-6474 · www.state.ct.us/foi/ · email: foi@po.state.ct.us

## NOTICE OF WITHDRAWAL

In the Matter of a Complaint by

Jane Bickford,

Complainant(s)

against

Docket #FIC 2009-485

Board of Directors, Bethel Public Library

Respondent(s)

February 4, 2010

The above-captioned complaint filed August 19, 2009 has been withdrawn, and the FOIC has closed its file.

FREEDOM OF INFORMATION  
COMMISSION

W. Paradis  
Acting Clerk of the Commission

An Affirmative Action/Equal Opportunity Employer

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

Library Board of Directors Accounts							
CHECKING							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 11,612.04			Beginning Balance	
12/31/2009	\$ -	\$ -	\$ 11,612.04			Ending Balance	
MONEY MARKET							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 26,820.68			Beginning Balance	
12/30/2009	\$ 56.95		\$ 26,877.63	INT		Interest Income	
12/31/2009	\$ 56.95	\$ -	\$ 26,877.63			Ending Balance	
CONSOLIDATED LBOD ACCOUNTS							
Date	Credits	Debits	Balance			Description	
12/1/2009	\$ 56.95	\$ -	\$ 38,489.67			Monthly Totals - Consolidated Balance	
		\$ 500.00	\$ 37,989.67		Programming Series	Getting Ahead in these Economic Times	
		\$ 500.00	\$ 37,489.67		Children's Programs	Krause Estate Gift	
		\$ 8,000.00	\$ 29,489.67		CT Matching Grant Investment	Encumbered Funds	
12/31/2009	\$ 56.95	\$ 9,000.00	\$ 29,489.67			Available Balance - less encumbered funds	
Building Fund Accounts							
CHECKING							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 238.16			Beginning Balance	
12/7/2009		\$ 142.68	\$ 95.48	1133	Hollandia		
12/24/2009		\$ 200.00	\$ (104.52)	1134			
12/30/2009	\$ 300.00		\$ 195.48			Transfer In from Building Money Market	
12/31/2009	\$ -	\$ -	\$ 195.48			Ending Balance	
CHECKING (Credit Card)							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 20,850.03			Beginning Balance	
12/2/2009		\$ 122.11	\$ 20,727.92			Merchant Service Fee	
12/7/2009		\$ 56.16	\$ 20,671.76			AXP Discount Fee	
12/31/2009	\$ -	\$ 178.27	\$ 20,671.76			Ending Balance	
MONEY MARKET							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 148,037.12			Beginning Balance	
12/2/2009	\$ 7,431.00		\$ 155,468.12	DEP		See Donor Report	
12/2/2009	\$ 270.00		\$ 155,738.12	DEP		See Donor Report	
12/2/2009	\$ 1,400.00		\$ 157,138.12	DEP		See Donor Report	
12/2/2009	\$ 648.36		\$ 157,786.48	DEP		See Donor Report	
12/16/2009	\$ 178.18		\$ 157,964.66	DEP		See Donor Report	
12/16/2009	\$ 3,150.99		\$ 161,115.65	DEP		See Donor Report	
12/30/2009	\$ 10,280.00		\$ 171,395.65	DEP		See Donor Report	
12/30/2009		\$ 300.00	\$ 171,095.65		Bethel Public Library	Transfer out to Building Checking	
12/31/2009	\$ 337.60	\$ -	\$ 171,433.25	INT		Interest Income	
12/31/2009	\$ 23,696.13	\$ 300.00	\$ 171,433.25			Ending Balance	
CONSOLIDATED BUILDING FUND ACCOUNTS							
Date	Credits	Debits	Balance			Description	
12/1/2009	\$ 23,696.13	\$ 478.27	\$ 192,300.49			Monthly Totals - Consolidated Balance	
		\$ 2,500.00	\$ 189,800.49		Development Committee	Encumbered Funds	
		\$ 55,000.00	\$ 134,800.49		Culture & Tourism Matching	Encumbered Funds	
		\$ 35,000.00	\$ 99,800.49		Building Plan Fees	Encumbered Funds	
		\$ 30,240.00	\$ 69,560.49		CT Bond Matching Funds	Encumbered Funds	
12/31/2009	\$ 23,696.13	\$ 123,218.27	\$ 69,560.49			Available Balance - less encumbered funds	
Grant Fund Account							
CHECKING							
Date	Credits	Debits	Balance	Check #	Payee	Description	
12/1/2009			\$ 341.45			Beginning Balance	
12/31/2009			\$ 341.45			Ending Balance	
Scholarship Fund Account - Reports Updated Quarterly							
CERTIFICATE OF DEPOSIT							
Date	Credits	Debits	Balance	Check #	Payee	Description	
9/30/2009			\$ 12,435.24			Beginning Balance	
10/31/2009	\$ 15.73		\$ 12,450.97	INT		Interest Income	
11/30/2009	\$ 15.24		\$ 12,466.21	INT		Interest Income	
12/31/2009	\$ 15.77		\$ 12,481.98	INT		Interest Income	
12/31/2009	\$ 46.74	\$ -	\$ 12,481.98			Ending Balance	

Respectfully Submitted,  
Tom Addonizio, Treasurer

**BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS  
TREASURER'S REPORT  
Month Ended: January, 2010**

Library Board of Directors Accounts						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 11,612.04			Beginning Balance
1/4/2010		\$ 29.95	\$ 11,582.09		AMEX	Electronic Pmt
1/27/2010	\$ 2,087.00		\$ 13,669.09	DEP		See Donor Report
1/29/2010	\$ -	\$ -	\$ 13,669.09			Ending Balance
MONEY MARKET						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 26,877.63			Beginning Balance
1/27/2010		\$ 7,818.00	\$ 19,059.63	TFR	Building Fund	Transfer out - Gala proceeds
1/29/2010	\$ 51.78		\$ 19,111.41	INT		Interest Income
1/29/2010	\$ 51.78	\$ 7,818.00	\$ 19,111.41			Ending Balance
CONSOLIDATED LBOD ACCOUNTS						
Date	Credits	Debits	Balance			Description
1/1/2010	\$ 51.78	\$ 7,818.00	\$ 32,780.50			Monthly Totals - Consolidated Balance
		\$ 500.00	\$ 32,280.50		Programming Series	Getting Ahead in these Economic Times
		\$ 500.00	\$ 31,780.50		Children's Programs	Krausse Estate Gift
		\$ 8,000.00	\$ 23,780.50		CT Matching Grant Investment	Encumbered Funds
1/29/2010	\$ 51.78	\$ 16,818.00	\$ 23,780.50			Available Balance - less encumbered funds
Building Fund Accounts						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 195.48			Beginning Balance
1/29/2010	\$ -	\$ -	\$ 195.48			Ending Balance
CHECKING (Credit Card)						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 20,671.76			Beginning Balance
1/5/2010		\$ 7.95	\$ 20,663.81			Merchant Service Fee
1/29/2010	\$ -	\$ 7.95	\$ 20,663.81			Ending Balance
MONEY MARKET						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 171,433.25			Beginning Balance
1/15/2010	\$ 663.35		\$ 172,096.60	DEP		See Donor Report
1/15/2010	\$ 550.00		\$ 172,646.60	DEP		Credit Memo - from USB
1/27/2010	\$ 10,156.19		\$ 182,802.79	DEP		See Donor Report
1/27/2010	\$ 7,818.00		\$ 190,620.79	DEP	Transfer in from LBOD Acct	Gala Proceeds
1/29/2010	\$ 344.76		\$ 190,965.55	INT		Interest Income
1/29/2010	\$ 19,532.30	\$ -	\$ 190,965.55			Ending Balance
CONSOLIDATED BUILDING FUND ACCOUNTS						
Date	Credits	Debits	Balance			Description
1/1/2010	\$ 19,532.30	\$ 7.95	\$ 211,824.84			Monthly Totals - Consolidated Balance
		\$ 2,500.00	\$ 209,324.84		Development Committee	Encumbered Funds
		\$ 55,000.00	\$ 154,324.84		Culture & Tourism Matching	Encumbered Funds
		\$ 35,000.00	\$ 119,324.84		Building Plan Fees	Encumbered Funds
		\$ 30,240.00	\$ 89,084.84		CT Bond Matching Funds	Encumbered Funds
1/29/2010	\$ 19,532.30	\$ 122,747.95	\$ 89,084.84			Available Balance - less encumbered funds
Grant Fund Account						
CHECKING						
Date	Credits	Debits	Balance	Check #	Payee	Description
1/1/2010			\$ 341.45			Beginning Balance
1/29/2010			\$ 341.45			Ending Balance
Scholarship Fund Account - Reports Updated Quarterly						
CERTIFICATE OF DEPOSIT						
Date	Credits	Debits	Balance	Check #	Payee	Description
9/30/2009			\$ 12,435.24			Beginning Balance
10/31/2009	\$ 15.73		\$ 12,450.97	INT		Interest Income
11/30/2009	\$ 15.24		\$ 12,466.21	INT		Interest Income
12/31/2009	\$ 15.77		\$ 12,481.98	INT		Interest Income
12/31/2009	\$ 46.74	\$ -	\$ 12,481.98			Ending Balance

Respectfully Submitted,  
Tom Addonizio, Treasurer

## **DIRECTOR'S REPORT TO THE BOARD**

February 2010

### **WELCOME:**

Welcome to new board member Kim Adams. Thank you to Dan Gaita for the work he did for the board during 2009. Orientation for new board members was held.

### **FOR BOARD CONSIDERATION:**

**Software Purchases:** The Library has Office 2007 installed on 14 public computers. To install on the rest of the Library's computers, 31 additional licenses are needed and may be purchased through Tech Soup for \$20 each. Total expenditure \$620. In addition, 4 copies of PDF converter and editing software may be purchased through Tech Soup at \$45 each for a total expenditure of \$180. The public has requested classes in how to use such software and it would have other practical uses for the staff as well. Also, the purchase of a site license for Dragon Naturally Speaking voice recognition software is requested. A site license would enable several staff to take advantage of this product and may help prevent repetitive use injuries, such as tendonitis or carpal tunnel. Information on pricing is forthcoming. State Aid grant money and/or ConnectiCard reimbursement money may be used for these purposes.

**Volunteer Reception:** The staff is planning a reception for the Library's volunteers on April 22, 2010 during National Volunteer Appreciation Week. The last reception was held at the end of 2008. It is requested the board co-sponsor the event by providing a cake, beverages and paper goods. Staff will contribute refreshments. Each volunteer will be presented with a certificate of appreciation and a small gift. There are approximately 30 volunteers who regularly work for the Library.

### **TREASURERS OF CONNECTICUT LIBRARIES DIGITIZATION PROJECT:**

***Treasures of Connecticut Libraries*** is a joint grant project of the Connecticut State Library and the Library Connection consortium in Windsor. It is a collection of items from libraries across Connecticut that has been digitized and includes historical photographs, maps, postcards and more. Participation in the project is open to all libraries in Connecticut at no monetary cost to the libraries. Digitized images will be made available through the Treasures of Connecticut Libraries website <http://cslib.cdmhost.com/ctlibs/home.php> and through Connecticut History Online <http://www.cthistoryonline.org>. Libraries will be given a Tif and Jpg of each of the items they add to the collection.

Bethel Library has applied and been accepted to participate. Several documents have already been submitted for digitization and posting on the "Treasurers" website. These include the Town of Bethel's Sesquicentennial Commemorative booklet; excerpts from the *Historic Architectural Survey of the Village of Bethel* produced in 1986 by the Bethel Historical Society and CT Historical Commission; Maria Parloa's book *Camp Cookery*, plus excerpts from her longer books; photographs and articles on Parloa and the Seelye family; and the library history book written by the director. Other items to be submitted include centennial documents, postcards, photographs and other materials from the local history collection. Each library is allowed to submit up to 100 items. Suggestions for materials to include are welcome. Volunteers Lorraine Go and Win Brickmeier have agreed to assist with some scanning. Library Connection also will scan materials for libraries that don't have the resources to do it themselves. The project is being coordinated by Library Assistant Kate Soboleva and the director.

### **FRIENDS OF THE LIBRARY:**

By now everyone should be aware that the Friends of the Library have given another \$10,000 to the capital campaign for the Community Room. This brings the total given by the Friends, in cash and pledges, to \$27,765. At their annual meeting in January, President Jenny Tesar reviewed the many activities and accomplishments for 2009, including sponsorship for 18 library programs; Centennial programs including the library cards, Survey Monkey subscription and books for the Community Read; the museum pass program; postage for the newsletter; British mysteries on DVD; the Steve Lippia concert and several book sales throughout the year. Many many thanks to the Friends as all of their activities benefit the Library in some way. Coming up on April 11 and 18, the Friends are hosting and sponsoring a 2-part poetry series at the Library. The theme is poetry on nature, with guest poet Roger Roloff on April 11. The Friends are looking for 1 or 2 more poetry readers, so if anyone is interested in participating in the program, please contact Jenny Tesar. The Friends also will be sponsoring 2 or 3 programs related to P.T. Barnum to coincide with the dedication of the Barnum statue in September. The Friends have moved from the teen center building to a temporary location at the Municipal Center and collections for book sales will take place at the new location.

### **DEVELOPMENT COMMITTEE:**

The Development Committee has met several times since the January board meeting and is planning several fund raisers for the coming year. These include a mystery dinner theater; the pansies, mums and wreath sales; and a wine tasting to be held on the same weekend as the Fall Festival and the Barnum Statue dedication. The Committee also discussed resurrecting the celebration of Founders Day, which coincides with the Fall Festival weekend. Having Library staff, board and Friends perform an updated re-enactment of *Women Who Did*, the play performed at perhaps the first Founders Day in 1915, was discussed. A complete report will be given at the meeting.

### **LIBRARY BUILDING PROJECT:**

The signed contract for the Seelye House Improvement Project was received from the DECD. The deadline for completion is June 30, 2010. Chair Jane Bickford and the director met with Building Committee Chair Bob Tripi to discuss the revised cost estimate received from Morganti. A reduced project cost will result in a reduced grant amount received from the State Library. Mr. Tripi will attend the February board meeting.

## **MEET THE STAFF; MEET THE BOARD:**

Library staff has been asked to attend Library Board meetings to introduce themselves and to talk a little bit about what they do in their jobs. Each presentation will be about 10 minutes with an opportunity for board members to ask questions. This will give both the board and the staff an opportunity to get to know one another a little better and to be able to put names with faces. Children's Librarian Joanne Grumman will attend the March board meeting. On the flip side, I would like each board member to submit to me a 2-3 sentence description of yourself and/or your occupation. I'd like to highlight the board in the next newsletter as a group of very hard working and dedicated volunteers. I'll also take a photo Monday night which will accompany the article. This will be in conjunction with National Volunteer Appreciation Week in April and the volunteer reception. I will need this no later than March 1.

## **TECHNOLOGY:**

The cutover to Network Synergy for email and web page hosting services has been completed. Staff has been trained on the new web mail system. Registrations for computer classes have been exceeding the allotted space for 4, so by replacing one of the tables with a larger one, we were able to add a fifth computer to the Technology Lab. The PayPal and EBay accounts have been transferred to the director for now. Board members Kim Adams and Rich Merritt have expressed interest in managing these services. The newsletter is now posted on the web page.

## **PATRONS:**

An accident report was filed for a female patron who fell when getting up from using one of the computers in the adult area. The woman walked with a cane and was unsteady on her feet. She was taken to Danbury Hospital by EMS. Another patron, Idrees Fetah, has been suspended from using the library for 30 days for using abusive language with some staff members.

## **WOWBRARY & OVERDRIVE:**

The heightened promotion of purchasing on Amazon through Wowbrary paid off during the last quarter of 2009. From July 1-September 30, our commission was \$8.58. From October 1-December 31, our proceeds jumped to \$57.35 for a total of \$65.93. The money has been deposited into the Building Fund. The downloadable audio book service OverDrive now offers e-books. We subscribe to the service through Bibliomation which has purchased twenty five e-book titles to start the collection. There is no additional cost to libraries for the inclusion of e-books. E-books may be downloaded to the Sony e-book reader, Barnes & Noble Nook or other non-proprietary reader. E-books cannot be downloaded to the Amazon Kindle. Audio books can be downloaded to an MP3 player, iPod, Windows mobile phones and the Android operating systems for phones. Downloading to the iPhone and Blackberry is forthcoming later this year. You may access either Wowbrary or OverDrive from the Library's webpage.

## **LIBRARY PROGRAMS:**

The 3-part Gardening Series programs begin on February 23. The series is sponsored by the Bethel Garden Club. *American Girl Dolls Tell Their Stories* on Tuesday, March 2 from 6:30-7:30 pm. The program is for children in grades 1-5. Storyteller Joyce Marie Rayno will bring her own collection of

dolls to show to the children, while she "focuses on telling their stories and leaving the audience with a bit of history and wonder." This program is sponsored by the Ruth Krauss Estate which gave \$500 for children's programs. For additional information on the Library's programs please check the newsletter or the website.

**MISCELLANEOUS:**

- Administrative Assistant Barbara Wertel returned to work on January 19.
- The budget request for FY 2010-11 was presented to the Boards of Selectmen and Finance on February 17.
- It has been reported to the Town Engineer that the lights in the parking lot are out.
- Finally, the lock has been installed on the recycling bin and pickups have begun.

Respectfully submitted,

Lynn M. Rosato  
Library Director

**TABLE 1**

	Current State Library Grant Budget	Current Morganti Estimate Budget	Compromise Midpoint Budget
Total Project Budget	\$3,045,298	\$2,462,165	\$2,753,731
Less Seelye House	350,000	330,000	330,000
Eligible total for grant	2,695,298	2,132,165	2,423,731
State Grant amount (one third of eligible total)	898,432	710,722	807,910
Grant reduction amount	0	187,710	90,522

**TABLE 2**

	Current State Library Grant Budget	Current Morganti Estimate Budget	Compromise Midpoint Budget
Total Project Budget	\$3,045,298	\$2,462,165	\$2,753,731
Funds raised to date (grants, pledges, cash)	2,216,956	2,216,956	2,216,956
Less grant reduction	0	187,710	90,522
Revised funds raised to date	2,216,956	2,029,246	2,126,434
Shortfall	828,342	432,919	627,297

1	2	3	4	5	6	7	8	9	10
1	project:	Bethel Public Library (2nd floor, 1st floor, seelye, remote parking lot)				Construction Managers · Design Builders			
2	status:	25% Schematic Document budget Proposed Scope of Work				 The Morganti Group, inc. 100 Mill Plain Road, 4th floor Danbury, CT 06811 January 25, 2010			
3	scope:	new construction, abatement & demolition							
4	area gsf	10800							
5	division	Description of Work-Summary							Total Amount
6		<b>1st &amp; 2nd Floor Work</b>							
7	02000	Abatement						by others	
8	02000	Building Demolition						\$15,389	
9	02000	Sitework (Standard Foundations & Excavations)						no work anticipated	
10	03000	Slabs on Grade						\$3,080	
11	04000	Masonry						no work anticipated	
12	05000	Structural and Miscellaneous Metals						no work anticipated	
13	06000	Carpentry						\$69,749	
14	07000	Thermal and Moisture Protection						\$7,500	
15	08000	Windows and Doors						\$36,162	
16	09000	Interior Finsihs						\$195,720	
17	10000	Specialties						\$1,966	
18	11000	Equipment						\$5,077	
19	12000	Furnishings						no work anticipated	
20	13000	Special Construction						no work anticipated	
21	14000	Elevators / Conveying Systems						no work anticipated	
22	15000	Fire Protection Sprinklers						\$45,266	
23	15000	Plumbing						\$30,800	
24	15000	Mechanical						\$353,170	
25	16000	Electrical (No alarm/security/tech)						\$304,100	
26	16000	Budget Tech/Alarm						\$25,000	
27	01000	GC's / OHP						\$80,175	
28		<b>Seelye House Work</b>							
29	02000	Abatement (Lead/Asbestos)						\$30,000	
30	02000	Building Demolition						\$21,640	
31	02000	Sitework (Standard Foundations & Excavations)						\$1,300	
32	03000	Slabs on Grade						\$167	
33	04000	Masonry						no work anticipated	
34	05000	Structural and Miscellaneous Metals						\$2,550	
35	06000	Carpentry						\$66,763	
36	07000	Thermal and Moisture Protection						\$1,100	
37	08000	Windows and Doors						\$7,475	
38	09000	Interior Finsihs						\$21,109	
39	10000	Specialties						no work anticipated	
40	11000	Equipment						no work anticipated	
41	12000	Furnishings						no work anticipated	
42	13000	Special Construction						no work anticipated	
43	14000	Elevators / Conveying Systems						no work anticipated	
44	15000	Mechanical						\$86,500	
45	16000	Electrical						\$9,500	
46		<b>Remote Parking Lot-By Town Hall</b>							
47	02000	Abatement						no work anticipated	
48	02000	Building Demolition						no work anticipated	
49	02000	Sitework (Remote Parking Lot)						\$205,186	
50	03000	Slabs on Grade						no work anticipated	
51	04000	Masonry						no work anticipated	
52	05000	Structural and Miscellaneous Metals						no work anticipated	
53	06000	Carpentry						no work anticipated	
54	07000	Thermal and Moisture Protection						no work anticipated	
55	08000	Windows and Doors						no work anticipated	
56	09000	Interior Finsihs						no work anticipated	
57	10000	Specialties						no work anticipated	
58	11000	Equipment						no work anticipated	
59	12000	Furnishings						no work anticipated	
60	13000	Special Construction						no work anticipated	
61	14000	Elevators / Conveying Systems						no work anticipated	
62	15000	Mechanical						no work anticipated	
63	16000	Electrical						w/site	
64	01000	GC's / OHP						\$23,094	
65		<b>Total Division 2-16</b>							<b>\$1,649,537.17</b>
66	on construction	CONTINGENCY (SCHEMATIC STAGE 5%) reduced to 5% w/sub pricing			5.00%		\$1,649,537.17	\$82,477	
67	on construction	ESCALATION (n/a assume const. start in 60 days)			0.00%		\$1,732,014.03	\$0	

# Bethel Public Library Renovation Budget

## Projected Costs

<b>Completion of 2005 Addition</b>	
Renovations/Improvements	\$ 1,946,350
Fixtures, Furniture, & Equipment	\$ 273,496
Engineering/Architect/Clerk of the Works/Construction Mgt	\$ 232,430
Contingency	\$ 195,022
Other	\$ 48,000
<b>Total to Complete 2005 Addition</b>	<b>\$ 2,695,298</b>
<b>Restoration of Seelye House</b>	<b>\$ 395,663</b>
<b>Total Projected Costs</b>	<b>\$ 3,090,961</b>
<b>Funds Raised to Date</b>	<b>\$ 2,472,769</b>
Cash on Hand	\$ 211,825
State of Ct Construction Grant	\$ 898,432
Private Foundation	\$ 800,000
CCCT Grant	\$ 90,000
State Bond	\$ 150,000
Newtown Saving Bank	\$ 20,000
<b>Total Raised Phase 2</b>	<b>\$ 2,170,257</b>
<b>Remaining Amount to Raise</b>	<b>\$ 920,704</b>

State of CT Construction Grant requires a 2:1 matching funds, and has an expiration date of August 2010. This cannot exceed 1/3 of the total cost of the project. Does not include Seelye House.

Historic Restoration Grant is for the Seelye House only and requires a 1:1 match. Details of match on Seelye tab.

## SEELYE HOUSE PROJECT BUDGET: \$395,663

### FUNDING SOURCES:

CCCT grant	\$ 90,000	
Match Specific Donations		
Rubino	\$ 50,000	Cash
Patzold	\$ 5,000	Cash
Private	\$ 35,000	Pledge
Bond	\$ 90,000	
Balance of Private Foundation pledge	\$ 150,000	
Cash donations received and in Building Fund	\$ 35,423	Pledge
<b>Total Seelye</b>	<b>\$ 30,240</b>	Cash
	<b>\$ 395,663</b>	

Total Cash from Building Fund  
\$85,240

Submitted by Shani Burke Spack  
2-22-10

# Bethel Public Library Renovation Budget

<b>2005 Addition</b>	
<b>Completion of 2005 Addition</b>	
Renovations/Improvements	\$ 1,946,350
Fixtures, Furniture, & Equipment	\$ 273,496
Engineering/Architect/Clerk of the Works/Construction Mgt	\$ 232,430
Contingency	\$ 195,022
Other	\$ 48,000
<b>Total to Complete 2005 Addition</b>	<b>\$2,695,298</b>
<b>FUNDING SOURCES</b>	
Cash on Hand	\$ 126,585
State of Ct Construction Grant	\$ 898,432
Private Foundation	\$ 729,577
NSB Pledge	\$ 20,000
<b>Total Raised for 2005 Addition</b>	<b>\$1,774,594</b>
<b>Remaining Amount to Raise</b>	<b>\$ 920,704</b>

## Changes in Total Effect on State Construction Grant

	Total Cost	1/3	2/3	Amount Raised	Amount to Raise
State of Ct Construction Grant	\$ 2,695,298	\$ 898,432	\$ 1,796,866	\$ 1,774,594	\$ 920,704
	\$ 2,500,000	\$ 833,333	\$ 277,778	\$ 1,709,495	\$ 790,505
	\$ 2,400,000	\$ 800,000	\$ 266,667	\$ 1,676,162	\$ 723,838
	\$ 2,300,000	\$ 766,667	\$ 1,533,333	\$ 1,642,829	\$ 657,171
	\$ 2,200,000	\$ 733,333	\$ 1,466,667	\$ 1,609,495	\$ 590,505
	\$ 2,100,000	\$ 700,000	\$ 1,400,000	\$ 1,576,162	\$ 523,838
	\$ 2,000,000	\$ 666,667	\$ 1,333,333	\$ 1,542,829	\$ 457,171

Funding by Type		Amount	Earned
Type	Source		
Cash		\$ 211,825	\$ 211,825
Grant	State Library	\$ 898,432	
Grant	CCCT	\$ 90,000	\$ 90,000
Bond	State	\$ 150,000	\$ 150,000
Pledges	Private Foundation	\$ 830,000	\$ 830,000
		<b>\$2,180,257</b>	<b>\$ 1,281,825</b>
	State Library 1/3	\$	\$ 427,275
	Total Available today.	\$	\$ 1,709,100



Shani Burke Specht, MHA  
Director, Library Board of Directors  
Bethel Public Library  
26 Nashville Road  
Bethel, CT 06801

February 22, 2010

Mrs. Jane Bickford  
Chairman, Bethel Public Library Board of Directors  
3 Vera Dr  
Bethel, CT 06801

Dear Mrs. Bickford:

I am writing to clarify the need for a formal meeting. I am disappointed that you did not accept my original invitations to sit down over coffee. The purpose of the that invitation was two-fold, (1) to discuss issues before the Library Board of Directors that I thought you should be aware of, (2) for you and I to get to know each other better on a personal level. The second purpose is much more important to the success of the Bethel Public Library. (As you have attended and videotaped all of our meetings, you surely know the issues.) It is my experience that everyone can work together toward a common goal if they have a basic understanding of where the other is coming from and what motivates them. It is unfortunate that you did not accept my invitation. Instead you chose to involve other board members and staff. This would make our meeting more formal and regular business of the Library Board and as such should be handled at a properly noticed meeting. I indicated this to you in a telephone conversation on 28-Jan-10. In addition, I told you that I would provide you with any pertinent information at the next LBOD meeting if you would put it on the agenda.

You and I have been thrown into to an adversarial relationship based on town politics. I was unknowing of the complications of my replacing you on the Library Board and volunteering to serve as Chairman. I did not have any real experience or knowledge of the complexities of the relationships that existed between those who have been involved in our town government for many many years. If I had known then what I have come to know now, I would have more persistently approached you to be included and continue your work with the Board. You may recall that I did ask you to have coffee during a BOF meeting in 2008 and ask you to continue to participate in Capital Campaign. I apologize for not following up on that with you.

Now here we are in 2010, we have come a long way toward raising the funds needed to finish the library. However, there is a lot to be lost. (State Construction Grant \$898, 432 and \$800,000 private donation both have time tables.) So I am calling upon you to focus on the goals of the LBODs and not town politics. I think that I should make it clear, I do not have political aspirations; I am only interested in contributing to the community where I am raising our children.

I am willing and very able to work with you. I still think it would be helpful for us to get to know each other better on a one-on-one basis, but if that is outside of your comfort zone I will respect that. In consideration, please show me respect. Calling me and demanding to know my work schedule, and sending emails accusing me of delaying things when you have the power to call meetings is

not showing that respect. I am an accomplished professional, a tenacious public servant, a person who believes in greatly in our community and volunteers many countless hours to the causes that I believe in. And, I am a very busy Mom with aging Parents and In-laws to care for. I have never been anything but polite and courteous to you. I would request that you speak and correspond with me in a professional manner as a colleague. I have not focused on the mistakes that were made by LBOD of the past. It does not help to get things done in the future. If it is your goal to complete the fundraising and finish the library I hope that you will invite me to your table to help with that. If it is not, I want you to know that I will keep working toward that goal anyway.

As you requested, below please find a list of issues that the LBOD needs to address:

*resolved*

1. **The Postage Meter.** Director Rosato signed a 60 month lease agreement with Pittney Bowes in July of 2008. Please note, the LBOD discussed eliminating the Postage Meter during budget deliberations in 2008 and did vote to eliminate it from the 2009-2010 budget. Pittney Bowes is requesting that we buy out the contract. I have made several calls to Pittney Bowes to resolve this issue. My last request was for the contract with the termination language. They sent me the worksheet again. Please see my notes and contact information attached. In addition I am including policy change language directly related to this matter which I believe the Board should adopt as soon as possible.

a. **Contact:** Jaime 757-963-5418, reference # 6954875

*sum was*

2. **Federal Earmarks:** The First Selectman indicated that he would take this on as he has a personal relationship with Rep. Christopher Murphy. I have not heard any additional information from the First Selectman.

3. **Fundraising Sign:** I requested that Director Rosato get a new sticker indicating the current amount just under \$2.2. This has not been done.

4. **Newtown Saving Bank:** I have been managing the relationship with this donor and had expected to continue that. However, I spoke to Ms. Truax-Wulf after your recent meeting and understand that you intend to pick that up. Please send her a copy of the picture of the check presentation that was in the News Times as well as the local magazine that had same.

5. **Grants:** The Grants committee wrapped up all outstanding grant work including obtaining a \$35,000 pledge from Praxair at the end of the year. There were 2 smaller foundations that have March deadlines but it is too late to apply for those now. The bigger picture for grant Writing is developing programs that coincide with spaces that we need to build. Our experience over the past 2 years is that most foundations do not give to capital campaigns. To develop these programs we need the assistance of the Library Staff and other community partners. This of course, is Grants Committee work; I am eagerly waiting appointments to this committee.

6. **CCCT Grants:** I do not believe these contracts were ever executed. Library Director Rosato gave them to Director Gaita. The former First Selectman was waiting to sign until after the Town Meeting. *to accept grant - that is done. need to have Rs signed.*

One final item, it is my understanding that you are investigating the adoption of the LBOD 2009 By-laws. I will save you some time. The policy committee met and proposed amendments to the bylaws. They were presented to the LBOD as indicated in our by-laws which is consistent with RNOR and adopted by 2/3 majority vote of the LBOD. What occurred with the 2008 by-law review is not relevant. You know all of this as it was included in the 166 page FOI request that you made in August 2009. It is my opinion that it is counterproductive to continue to look back instead of forward and dragging out the annual review of the by-laws is not good for Board morale.

February 22, 2010

Do what needs to be done to appoint the Policy Committee and get the 2010 By-law review done so that we can move on to meeting our goals.

In conclusion, I am looking forward to working with you and the entire LBOD. If we work together, I believe that we will finish the fundraising in 2010 and begin construction. It will be a great accomplishment for the community of Bethel.

Sincerely,

A handwritten signature in black ink that reads "Shani Burke Specht". The signature is written in a cursive, flowing style.

Shani Burke Specht, MHA  
Library Board of Directors

Cc: Library Board of Directors  
Matthew Knickerbocker, First Selectman

## Library Directors Evaluation Process Timeline

<b>Step</b>	<b>Due</b>
1. Library Director reviews job description and conducts self-evaluation.	<b>August</b> <i>(submitted to each board member at September meeting)</i>
2. Full-Time Staff is provided confidential and optional Leadership Enhancement Questionnaire packet.	<b>August</b> <i>(participating employees return, via provided envelope, questionnaire prior to Sept meeting)</i>
3. Library Director provides her own completed Bethel Town Performance Evaluation, Blank Town Performance Evaluation, and last year's goals and objectives overview to each board member.	<b>September</b> <i>* - See note below</i>
4. Library Board of Directors turns in completed Town of Bethel Performance Evaluation.	<b>October</b> <i>(forms are handed over to Personnel committee chair)</i>
5. Personnel committee chair tallies and analyzes all input, creates confidential documents for full personnel committee review, personnel committee creates feedback points for presentation and discussion to LBOD.	<b>November</b> <i>(Meeting scheduled prior to LBOD meeting)</i>
6. Personnel committee presents Library Board of Directors and Library Director results for discussion and makes recommendations for the following years goals and objectives.	<b>November</b> <i>(executive session at the discretion of the Library Director)</i>

\*LBOD September Packet to be provided by Library Director to all LBOD members shall include:

- Director Evaluation Timeline
- Completed Self-evaluation Using Bethel Town Performance Evaluation
- Blank Bethel Town Performance Evaluation
- Last years assigned goals and objectives

Approved by the Library Board of Directors \_\_\_\_\_

Date: February 22, 2010  
From: Jane Bickford, Chairman  
To: Bethel Public Library Board of Directors  
Re: Policy Committee issues for 2010 by-laws review

Vice Chairman Trisha Lewis will chair the Policy Committee as specified in the by-laws. I have appointed Robin Kahn and Terri Rotella as well, and I will serve as an ex officio member. The Committee's first project will be a thorough review of the Library Board By-laws.

The public record of documents pertaining to the process of review and revision of the by-laws since the version approved in 2007 has no statement that a review and approval by the Town Attorney ever occurred, therefore it is doubtful either the 2008 version or the 2009 version have completed the process required before they become official.

There are significant differences between the three versions, particularly with regard to the allocation of authority between the Board and the Board Chairman. The Policy Committee's first task will be to review, discuss, and evaluate those differences, then make recommendations which can produce a clearly written set of by-laws appropriate to the needs and legal authority of the Library Board of Directors.

The Committee's second task will be to present those recommendations to the full Library Board with changes clearly identified and explained section by section, as required by Robert's Rules of Order whenever by-laws are being revised rather than simply amended. I will call a Special Board Meeting for that purpose so Board members will have ample opportunity to ask questions, discuss various options, and reach consensus. Following that meeting, a more final draft version can be prepared and submitted to the Town Attorney for review and comment. The Policy Committee will then incorporate those comments as needed and present the proposed by-laws document to the Board for approval.

Attached, for your information and careful consideration, are some of the major changes contained in the 2008 and 2009 by-law versions. They are formatted as questions and options to facilitate discussion. There are other issues as well.

1. Shall the Nominating Committee be eliminated and all nominations for Officers come from the floor? (2008)  
OR  
Shall the Nominating Committee continue as a Standing Committee?
2. Shall retired Board members be eligible for Emeritus status?  
*(Emeritus is usually done in academic settings)*  
OR  
Shall retired Board members be eligible for Honorary membership?  
*(This is usually with the right to attend meetings and speak, but not to make motions or vote. See RRO Section 47 Page 447)*  
OR  
Shall retired Board members not be eligible for any special status?
3. Shall the Chairman be required to call a Special Meeting of the Board when requested in writing by any four (4) Board Members? (2008)  
OR  
May the Chairman call a Special Meeting of the Board when requested in writing by any seven (7) Board members? (2009)  
*(The 2009 version, which was proposed in 2008 but defeated, denies Board Members the ability to call for a Special Meeting.)*
4. Shall the Board Chairman be an ex officio and non-voting member of all Standing committees? (2008)  
OR  
Shall the Board Chairman be a voting member of any three committees he/she chooses? (2009)  
AND/OR  
Shall the Board Chairman be the Chairman of the Planning Committee? (2009)  
*(Robert's Rules of Order does not support a Board Chairman serving also as Chairman of a Standing Committee)*
5. Shall Standing Committees consist of at least three members? (2008)  
AND  
Shall Board members be on no more than three (3) Committees? (2009)  
*(Is this too restrictive?)*
6. Shall the Development Committee "develop and implement plans for annual and longer term philanthropic support of the Library"? (2008 and 2009)  
AND/OR  
Shall the Grants Committee research, select, and apply "for grants for capital, programs, and general assistance to the Library's Mission"? (2009)  
*(Should grants be within the scope of the Development Committee e.g. a Grants Subcommittee, or should a separate standing Grants Committee exist for that purpose?)*

7. Shall the Library Director “be under the supervision of the Chairman of the LBOD as specified in the LBOD approved Personnel Policy”? (2009)  
*(The Minority Report submitted in May 2009 objected strongly to this new provision.)*
8. Shall the Library Director and staff “operate the Library based on Policies which are approved by the Library Board of Directors and in full compliance with Town and State Personnel Policies? (2009)  
*(Though the intent may be to require compliance with Town code and State law, it actually says “Personnel Policies” which are a very different thing.)*
9. Shall a paid Recording Secretary keep a record of all proceedings of the Board and preserve it its papers and documents? (2008 and 2009)  
AND  
Shall the Library Director have custody of the minutes and other records of the Library Board of Directors, and keep them in a separate file in the Library and make them available to the public. (2008)  
OR  
Shall the minutes and other records be kept in a separate file in the Library and made available to the public, but not be in the custody of the Library Director? (2009)  
*(Who has custodial responsibly for maintaining records which are available to the public? See The State Library “Records Retention/Disposal Schedule”.)*

Submitted by Shari Burke Specht  
2-22-10

Kim

**BETHEL PUBLIC LIBRARY  
BY-LAWS OF THE LIBRARY BOARD OF DIRECTORS**

**Article I: Establishment and Purpose**

- A) The Bethel Public Library Board of Directors ("the Board" or "LBOD") is established by the provisions of Chapter 190 of the *General Statutes of Connecticut* and *Articles C7-1 & C7-13 of the Town of Bethel Charter*. The purpose of the LBOD is to govern the operations of the Bethel Public Library in compliance with Connecticut General Statutes, Special Acts or Local Ordinances. The Board of Directors shall
- 1) formulate, review and evaluate the effectiveness of all Library policies,
  - 2) develop, evaluate, present, and expend all funds and accounts
  - 3) work to secure adequate funding to carry out the Library's mission, and
  - 4) promote and involve the community in the Library's mission.
- B) In accordance with the current Town Charter, the Bethel Public Library Board of Directors shall consist of twelve (12) members, serving overlapping terms of four (4) years each, appointed by the Board of Selectmen. Terms shall begin on the first Monday in January; however, all Board members shall serve until their successors have been appointed and qualified.
- C) An LBOD member desiring reappointment for an additional term should give written notification to the Board of Selectman prior to the expiration of his/her term.
- D) Resignations from the Board must be made in writing addressed to the First Selectman with copies to the Board Chair and to the Town Clerk. In the case of the resignation of the Board Chair, a copy is submitted to the Board Vice Chairman.
- E) Any vacancy shall be filled by the Board of Selectmen as provided for in the current Town Charter.

**-Article II: Meetings**

- A) The Library Board of Directors shall meet monthly on the fourth Monday except in May, when the meeting will be held on the Monday prior to Memorial Day, and in December when the meeting will be held on the second Monday. These twelve (12) meetings shall be the Regularly Scheduled meetings. Directors shall make every effort to attend meetings regularly. If a Director cannot attend a regular meeting the Director shall notify the Chairman by noon the day of the meeting
- B) Seven (7) members of the board shall constitute a quorum for transaction of business.

- C) Special meetings may be called by the Chairman or *may* also be called upon written request to the Chair by any seven (7) members of the Board, such meetings to take place within ten (10) days of the Chairman's receipt of the written request.
- D) All meetings, regular, special, and committee whose membership constitutes a quorum, must be noticed and conducted in accordance the *Freedom of Information Act* of the *General Statutes of Connecticut*.
- E) The current edition of Robert's Rules of Order shall govern proceedings of all meetings according to town charter.
- F) 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. In the case of a Roll Call Vote, the Recording Secretary shall call the roll.
- G) The agenda and the minutes, including written reports, shall be filed in the Town Clerk's office, in accordance with state statutes and local ordinances. Copies of all Agendas, Minutes, and supporting documents and papers shall be kept in a separate file in the Library and shall be made available to the public.

**Article III: Officers**

- A) There shall be four (4) officers of the Library Board of Directors, Chairman, Vice-Chairman, Secretary, and Treasurer.
  - 1) The **Chairman** shall preside at all meetings of the Board and shall perform all duties of the Chief Executive. The Chair shall prepare, with consultation of the Library Director/Administrator, a written agenda for each Board meeting. The Chairman shall be public spokesperson for the Board at all times except as-if this responsibility is specifically delegated to others by the Board. The Chairman shall make committee appointments at the January Meeting. The Chairman shall be the Chairman of the Planning committee.
  - 2) The **Vice-Chairman** shall perform all the duties of the Chair in the Chair's absence. The Vice-Chairman shall also serve as the Chairman of the Policy Committee. If the office of the Chairman becomes vacant, the Vice-Chairman shall serve as Chairman in the interim until the Board elects a replacement.
  - 3) The Secretary shall conduct the general correspondence of the Board and, in the absence of the Recording Secretary, shall take the minutes of Board meetings.

4) The Treasurer shall have general supervision of all Library Board of Directors' funds. The Treasurer shall prepare and present a monthly financial report of activity and status for all Board accounts at each regular meeting of the Library Board of Directors. An annual financial report is prepared and presented as well, at the end of each fiscal year. Copies of these reports remain on file at the Library, and with the Town Clerk. The Treasurer is authorized to sign all checks written against the Library Board accounts. All disbursements over \$100.00 of these funds shall require the signature of two of the four officers of the Board. In the absence of or inability of the Treasurer, his/her duties shall be performed by such other directors as the Board may designate. The Treasurer shall be the Chairman of the Finance Committee.

B) Each term of office shall be for one (1) year. The annual election of officers shall take place at the regular January meeting, or at the first regular meeting following the annual appointment of new Board members, but not later than March 31<sup>st</sup>, or, in accordance with the current town charter. Nominations for officers will be taken from any current member of the Board. Each voting Board member shall cast his/her vote for the election of officers in a Roll Call vote. The results of the election shall be recorded in the minutes of that Board meeting.

C) In the event that the appointments of both the Chair and Vice Chair expire, and no reappointment is made, the Board shall elect an interim Chair until a permanent Chair is elected. A special meeting of the board shall be called as soon as is practical to elect an interim chair.

D) A vacancy in any office arising from any cause shall be filled for the unexpired portion of the term from among the remaining directors. The Chair shall appoint a replacement, which shall become effective upon a majority vote of those present.

E) If both Chair and Vice-Chair are absent from the same meeting of the Board, a temporary Chair shall be elected for that meeting only.

#### **Article IV: Committees**

A) There shall be ten (10) standing committees of the Board: the Executive Committee, the Finance Committee, the ~~House~~-Facilities Committee, the Personnel Committee, the Planning Committee, the Policy Committee, the Scholarship Committee, the Technology Committee ~~and~~-the Development Committee, and the Grants. Committee Chairs will report on committee activities at the next regular meeting of the Board following the committee meeting. Committee recommendations and activities shall be subject to the

approval of the Board of Directors. All committees shall file agendas and minutes with the Town Clerk, with copies to the Library Director.

- B) Each of these committees shall consist of at least three (3) members, including a committee chair, who shall be appointed by the Board Chair no later than the February meeting. Board members shall be on no more than three (3) committees. The Board Chair will fill any vacancies on committees by the next regular Board meeting. The Board Chair may be a sitting member of any 3 committees and shall be an ex-officio member, without voting privileges, of all committees, except the committees where the Chairman is a sitting member. The former committee shall remain intact until new appointments are made.
- C) Special committees may be appointed by the Board Chair, or by proper motion and vote of the Board.
- D) Standing Committees
  - 1) The Executive Committee shall be the four officers: Chair, Vice-Chair, Secretary and Treasurer. The Executive Committee shall meet before the February and July meetings to prepare and/or evaluate the Board's annual Goals and Objectives. The Executive Committee shall act for the Board in an emergency between meetings. As defined by current FOIA statutes. Three (3) members of the Executive Committee being a quorum for transaction of emergency business.
  - 2) The Finance Committee, with the Library Director, shall prepare the annual operating budget and recommendations for Board of Directors funds for approval by the Board, and shall make recommendations to the Board on other financial matters.
  - 3) The Facility ~~(formerly House)~~ Committee shall act as the Board's agent in liaison with the Town in all matters relating to the maintenance, repair, or renewal of all the Library's real property.
  - 4) The Personnel Committee shall have general oversight of all ~~personnel~~ policies relating to the Library Director and staff including, but not limited to, employment, salaries, working conditions, and vacation time.
  - 5) The Planning Committee shall, with the aid of the Library Director, develop long and short-range plans for the general purposes of improving library management, increasing library effectiveness, and assessing the quality of library services. These plans will be used as a guide in developing the budget. The Planning Committee shall update the long range plan each year by or before October.

- 6) The Policy Committee shall, review and amend as needed these By-laws and present such review and amendment to the Board a regular or special meeting for approval upon two-thirds (2/3) majority vote the Board as indicated in Article IV of these by-laws. In addition the Policy ~~committee~~ Committee shall, with the aid of the Library Director, formulate and promulgate policies of the Library and its Board.
- 7) The Scholarship Committee shall select the recipients of the annual Bethel Public Library Board of Directors Scholarship and make any decisions necessary for the fulfillment of its functions.
- 8) The Technology Committee shall, with the aid of the Library Director, develop a Technology Plan that addresses the short and long-term technological needs of the Library. This plan will be incorporated into the Long-Range Plan and will be used as a guide in developing the budget.
- 9) The Development Committee shall oversee the community outreach activities of the Library. It shall be responsible for establishing an annual plan to create and sustain awareness of the Library, its programs and its needs. It shall develop and implement plans for annual and longer term philanthropic support of the Library each February. The Chair of the Development Committee shall be a member of the Board of Directors. Volunteer members of the Development Committee shall ~~seek-be recruited~~ from the community. All Volunteer Member appointments to the Committee shall be approved by the Board of Directors. The Volunteer Members shall not have voting rights.
- 10) The Grants Committee shall aid the Library Director in researching, selecting, and applying for grants for capital, programs, and general assistance to the Library's Mission.

#### **Article V: Library Director/Administrator**

- A) The Library Director shall be appointed, and reviewed annually by the Board of Directors and shall hold this position at the discretion of the Library Board. The Library Director/Administrator shall be under the supervision of Chairman of the LBOD as specified in the LBOD approved Personnel Policy.
- B) The Library Director/Administrator and staff shall operate the Library based on Policies which are approved by the Library Board of Directors and in full compliance with Town and State Personnel Policies
- C) The Library Director/Administrator and the staff shall be subject to a LBOD approved review process that includes clearly defined job descriptions and

annual goals and objectives. The Library Director and the Chairman shall create annual goals and objectives for the Library Director. These goals shall be approved by the LBOD

**Article VI: Amendment of Bylaws**

- A) These by-laws may be amended at any regularly scheduled meeting of the Board of Directors upon a two-thirds majority vote of the Board, provided that notice of any proposed amendment has been given, in written form, at the previous regularly scheduled meeting of the Board.
- B) These by-laws may be reviewed annually and re-adopted annually at the regular March meeting and shall be reviewed at least every three (3) years.

Adopted by the Library Board of Directors January 22, 1980

Revised and re-adopted	June 22, 1981
	April 25, 1983
	November 4, 1985
	April 23, 1990
	April 26, 1993
	April, 1996
	December 10, 2001
	January 27, 2003
	January 26, 2004
	May 23, 2005
	February 27, 2006
	February 26, 2007
	<i>March 23, 2009</i>

## Library Board of Directors 2009 Goals & Objectives

GOAL/OBJECTIVE	TIME LINE	COMMITTEE	COMPLETED
1) Create/Refocus the Mission of the Library Board			
a) Work to provide more efficient and effective governance/management of the Library for the people of Bethel.	On-going	Board	✓
i) Legal review of By-laws and revise as necessary.	March 31, 2009	Policy	✓
ii) Evaluation the Long-term plan, technology plan, and collection plan.	Begin April To Board October	Planning & Technology	✓
b) Provide appropriate fiscal management of all funds.	On-going	Treasurer/Finance	✓
i) Assess all accounts	February	Treasurer	✓
ii) Prepare 2009-2010 budget	February-May	Finance	✓
iii) Determine funds needed to complete 2005 addition/renovation For this to be done LBOD needs to determine final plans/design	August Requested by LBOD of building committee 9/22.	Building Committee/Finance /Development	
c) Establish systems to ensure accountability of Director	Beg March To Board May	Personnel	✓
(1) Evaluation Director's Job Description	April	Personnel	✓
(2) Investigate need for contract with Director	April	Personnel	✓
(3) Evaluate and/or implement a Customer/Patron Service program.	Sept-Nov Dec-Jan 2010	Personnel/Planning	

GOAL/OBJECTIVE	TIME LINE	COMMITTEE	COMPLETED
2) Execute the Centennial Celebration Plan			
i) Celebrate the 100 <sup>th</sup> anniversary of the establishment of the Library	On-going	Centennial Committee	✓
(1) Community Outreach and Education	April-December	Chairman & Director	✓
(2) History	On-going	Director	✓
(3) Fundraising	On-going	Development/Centennial	✓
ii) Use the celebration activities to begin the re-branding of the Library, to segments that are unfamiliar or unfavorable to the Library.	On-going	Chairman & Director	✓
iii) Create Community support for the Library	On-going	Centennial	✓
3) Complete fundraising needed to complete the 2005 expansion.			
a) Assess plans and obtain exact amount needed.	May August Requested by LBOD of building committee 9/22.	Development/Building Committee	
b) Establish a detailed plan for completing fundraising that includes a time-line and forecast of funding.	May	Development	
i) Create naming opportunities	April	Development	✓
ii) Use Multiple Organizational approach	On-going	Development/Grants	✓
iii) Working in conjunction with Centennial Committee	On-going	Development/Centennial	✓

<b>GOAL/OBJECTIVE</b>	<b>TIME LINE</b>	<b>COMMITTEE</b>	<b>COMPLETED</b>
4) Work with the Library Building Committee to Finish the 2005 Addition	On-going	Board	
5) Establish/Evaluate Programming to ensure that we are meeting the needs/wants of the Community.	Beg July Finish Dec	Planning	

Approved by LBOD 27-April -2009  
Last Updated 14-Dec-09

## Library Board of Directors 2010 Goals & Objectives

GOAL/OBJECTIVE	TIME LINE	COMMITTEE	COMPLETED
<b>1) Continue to focus the Mission of the Library Board</b>			
a) Work to provide more efficient and effective governance of the Library for the people of Bethel.	On-going	Board	
b) Study and implement appropriate Governance	On-going		
i) Establish job descriptions for Board members.	March 2010		
ii) Complete a due diligence plan.	April 2010		
<b>c) Annual review of By-laws and revise as necessary.</b>			
i) Presented to LBOD by Policy Committee	February 2010		
ii) Vote by LBOD	March 2010	Policy	
<b>d) Evaluation the Long-term plan, technology plan, and collection plan.</b>			
<b>e) Establish/Evaluate Programming to ensure that we are meeting the needs/wants of the Community.</b>			
<b>2) Provide appropriate fiscal management of all funds.</b>			
i) Prepare 2009-2010 budget	On-going	Finance	
<b>3) Ensure accountability of Director.</b>			
a) Evaluation Director's Job Description	March 2010	Planning, Personnel, & Technology	
b) Perform Director's Annual Performance Evaluation.	October 2010	Finance	
	February-May	Finance	
		Personnel	

**4) Evaluation program**

- a) Review
- b) Implement

**5) Comprehensive expansion**

- a) Estimate including
- i) Use

**6) Work with 2005 A**

*This is a carryover f*

GOAL/OBJECTIVE	TIME LINE	COMMITTEE	COMPLETED
<b>4) Evaluate and/or improve a Customer/Patron Service program.</b> a) Review Centennial Survey results. b) Implement Policy to implement results	Dec-Jan 2010 <sup>i</sup>	Personnel/Planning	
<b>5) Complete fundraising needed to complete the 2005 expansion.</b> a) Establish a detailed plan for completing fundraising that includes a time-line and forecast of funding. i) Use Multiple Organizational approach	March 2010	Development/Grants	
	On-going	Development/Grants	
<b>6) Work with the Library Building Committee to Finish the 2005 Addition</b>	On-going	Board	

<sup>i</sup> This is a carryover from 2009. The Planning and personnel committees were to review Centennial Surveys to meet this goal.