



BETHEL PUBLIC LIBRARY  
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**MINUTES OF REGULAR MEETING**

Bethel Public Library Board of Directors

Monday, May 17, 2010  
7:00 P.M.

CJH Municipal Center--Meeting Room A

RECEIVED

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TOWN OF BETHEL  
TOWN CLERK

**Present:** Jane Bickford, Chairman; Tom Addonizio, Kim Adams, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Trisha Lewis, Richard Merritt.

Lynn Rosato, Library Director

**Absent with notice:** Terri Rotella

**Visitors:** Priscilla Massmann, Library Circulation Manager

Chairman Bickford called the meeting to order at 7:01 p.m. As there was no flag in the room, no Pledge of Allegiance was given.

Elisa Volpati entered the meeting at 7:03 p.m.

**PUBLIC INPUT:** None

**CORRESPONDENCE & ANNOUNCEMENTS:** Chairman Bickford announced that the Library has received a bequest from Dolores Vonbank for \$1,000 plus a share of the remainder of her estate. Ms. Vonbank has left an annuity to be shared by the Library and Sweetheart Bus. The annuity has a total worth of about \$50,000 and is not restricted and can go to the Building Fund. The Library may also receive a painting as part of the bequest, which could be displayed in the future Community Room. Praxair has given official notice of a \$35,000 grant to sponsor the Library's new Technology & Business Center. Former Board members Leslie Mason and Lorraine Go were the driving forces behind receipt of this grant.

**APPROVAL OF MEETING MINUTES:** Motion made by Robin Kahn to approve minutes of April 26 meeting as submitted. Motion seconded by Jim Forman. Voting yes: Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Dorathea Gulya-Stasny, Robin Kahn, Trisha Lewis, Elisa Volpati. Abstain: Richard Merritt. Motion passed.

**TREASURER'S REPORT** Tom Addonizio distributed copies of the Treasurer's Report. He reported that \$20,000 has been shifted from the Building Fund checking account to an interest-bearing money market account. Re: the Board checking account, Tom Addonizio noted a \$249 check to GiftWorks for software purchase and a \$250 payment to speaker Ryan SanAngelo. Re: the Building Fund checking account, a \$200 check to Jane Bickford for seed money for the Pansy Sale and \$150 to Hollandia Nursery for flats of pansies. From the Grant Fund, \$168 for books for Ryan SanAngelo for sale at the April 20 event. Motion made by Trisha Lewis to accept the Treasurer's report as submitted. Motion seconded by Robin Kahn. Motion passed unanimously.

**LIBRARY DIRECTOR'S REPORT:** Library Director Rosato distributed copies of the monthly Library statistics report, and copies of the final report on the Pansy Sale. Final net sales totaled \$729.55 and everything was sold. Per Pat Rist of the Bethel Historical Society, the base of the new P.T. Barnum statue will go in sometime in June, and the statue will be installed in September.

Library Director Rosato introduced Circulation Manager Priscilla Massmann, who reported on her role in the Library and the functions and responsibilities of the Circulation Department. Ms. Massmann supervises a staff of five part-time employees and schedules 55 hours of desk coverage per week. She also supervises 25 adult volunteers and arranges volunteer orientation and training sessions and the Volunteer Recognition reception, as well as supervising teen volunteers in the absence of the Teen Services Librarian. Ms. Massmann also manages the employee Sunshine Fund, and she serves on the Bibliomation Circulation Standards Committee and the Bibliomation Circulation Users Committee, and is the Computer Point Person for her department. The Circulation desk is the first-line public service desk in the Library: it provides new and renewed library cards; material check-outs, check-ins, renewals and holds; shelving of returned materials; C-Car deliveries of ILL materials; collection of fines and fees; overdue notices and tracking; patron database maintenance; promotion of FOL events and sales of merchandise; promulgation of department information through the Library newsletter, brochures and Constant Contact; tracking of monthly department statistics; and maintenance of the community bulletin board. Richard Merritt asked if teen volunteers were working for community service hours. Ms. Massmann confirmed that they were. Dorathea Gulya-Stasny thanked Ms. Massmann for all she does for the Board. The entire Board offered its thanks, and Ms. Massmann left the meeting at 7:38 p.m.

Shani Burke Specht entered the meeting at 7:37 p.m.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Friends of the Library Report:** In the absence of Linda Curtis, Library Director Rosato reported that the FOL has officially approved \$2,500 to support Library programs for the 2010-11 year, an increase of \$500 over the current year. The FOL is now set up in the old girls' locker room in the Municipal Center and will be taking donations on Wednesday nights for the August book sale.

**Line Item Transfers:** Library Director Rosato requested approval from the Board to transfer any leftover line item funds to put into the books and materials budget. Shani Burke Specht requested a dollar amount. Library Director Rosato replied the approximate amounts in each account are: Telephone \$175; \$1,800 in Contracted Services due to Bibliomation increase rollback and in unpaid Board recording secretary payments; Supplies \$200-\$400. The total will be between \$3,000-5,000. Chairman Bickford asked when the transfers will be made. Library Director Rosato responded the end of June. Dorathea Gulya-Stasny questioned if the plant purchase could come from the supplies budget. Jim Forman asked what happens to the money if it is not transferred. Answer: it goes back to the town's General Fund.

Motion made by Eileen Freebairn to transfer line item total amount to Book account. Motion seconded by Robin Kahn. Voting yes: Kim Adams, Tom Addonizio, Eileen Freebairn, Dorathea Gulya-Stasny, Robin Kahn, Trisha Lewis, Richard Merritt, Shani Burke Specht, ElisaVolpati. Abstain: Jim Forman. Motion passed.

#### COMMITTEE REPORTS:

**Development Committee:** Trisha Lewis reported that the May 6 Connecticut Film Festival event was a wonderful evening. Tom Carruthers will get the final figures together and Trisha Lewis will report back at the next Board meeting. Alice Hutchinson won two cakes in the cake raffle and generously donated one back to the Library. It was auctioned off for \$80. Trisha Lewis offered special thanks to Debbie Smith and Hoskins Smith for doing an outstanding job. The evening went smoothly because of them, and it was their idea to hold the Shakespeare's Cake contest. Shani Burke Specht asked how many tickets were sold in pre-sales. Chairman Bickford reported that 45 tickets were sold by the Board members and at the Circulation desk, and that 55 tickets were sold online in advance.

**Policy Committee:** Trisha Lewis distributed copies of the Bylaws prior to the meeting. Kim Adams noted that on the clean, draft copy on page 3 "Article II" should be "Article III" in the title. She noted that in Section 6, Article II in the sentence "expired officer terms" the word "chairman" should be added. Dorathea Gulya-Stasny asked a question re: the purpose of page 2 Article II Section 4 Office-Holding Limitations. Library Director Rosato reported that turnover in offices is recommended by Robert's Rules of Order. Shani Burke Specht commented that the Town Attorney had, in the past, said that term limits were in violation of Connecticut state law. It was clarified that this section pertains to officers of the Board and not the actual appointed terms of Board members. Chairman Bickford reported that the document has been given to Town Attorney M. Lawlor for his review.

Dorathea Gulya-Stasny asked a question re: Section 5 Removal of Officers. Robin Kahn commented that this is consistent with bylaws for most organizations, and that a 2/3 vote of the Board to remove officers is a high threshold. Dorathea Gulya-Stasny asked a question re: Article I Section 7 Honorary Status. Who determines what is a significant contribution? Answer: the Board. Chairman Bickford said this replaces emeritus status.

Dorathea Gulya-Stasny asked about the re-establishment of the Nominating Committee. Discussion. Trisha Lewis commented that a Nominating Committee serves a function in communicating with prospective officers. Shani Burke Specht commented that the Nominating Committee has been used for political purposes in the past, and that for a group of 12 a Nominating Committee is unnecessary. Chairman Bickford favors having a Nominating Committee to give potential officers an opportunity to consider whether they can make the necessary time commitment because the Library Board is a very active one. Also, nominations from the floor will always be accepted. Discussion. Jim Forman, Richard Merritt and Tom Addonizio asked if a Nominating Committee is necessary and/or suggested by Robert's Rules of Order. Library Director Rosato commented that library boards she has worked with have had a nominating committee.

Shani Burke Specht asked a question re: removal of the section delineating the purpose of the Board. Extensive discussion of purpose vs. duties, and of the Mission Statement. Eileen Freebairn commented that the bylaws should be stated generally enough to adapt to changes in state statute. Dorathea Gulya-Stasny asked a question re: page 4 Article III Section 1 Attendance. She would like to see language changed that Board members are expected to attend all meetings, rather than attend at least seven meetings. Discussion. Shani Burke Specht asked a question re: changing the number of votes required

to request a special meeting from seven to four. Discussion. Chairman Bickford offered assurance that Town Attorney Lawlor will be alerted to all of the concerns expressed at this meeting, and that the Policy Committee will meet again after Attorney Lawlor completes his review.

**Executive Committee:** Chairman Bickford reported that the committee met just prior to the Board meeting tonight. They discussed goals and objectives, the most pressing of which is completion of the building.

**Building Project Update:** Library Director Rosato reported that the Seelye House budget has been revised to match the Morganti estimate, and a total of \$330,000 must be spent on the Seelye House (\$150,000 bond + \$90,000 grant + \$90,000 grant match). The extension request has been submitted to DECD, with the architect to be paid for with the \$150,000 bond. The RFP must be approved by DECD before it can be publicized, delaying the process to perhaps mid-summer. CCCT grant money cannot be used to pay for the architect. Library Director Rosato, Chairman Bickford and Trisha Lewis are working on a campaign progress report to present to the Boards of Selectmen and Finance.

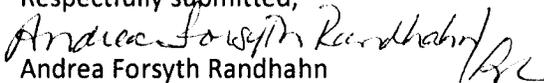
Motion made by Shani Burke Specht to add discussion of Association of Connecticut Library Boards dues to meeting agenda. Motion seconded by Robin Kahn. Motion passed unanimously. Discussion whether or not dues had yet been paid, and if a bill has been received. Library Director Rosato will follow up.

Motion made by Shani Burke Specht to pay any past and present dues owed to the Association of Connecticut Library Boards from the Board account. Motion seconded by Trisha Lewis. Motion passed unanimously.

Motion made by Shani Burke Specht to adjourn the meeting. Motion seconded by Jim Forman. Motion passed unanimously.

Meeting adjourned by Chairman Bickford at 8:58 p.m.

Respectfully submitted,

  
Andrea Forsyth Randhahn  
Recording Secretary