



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, August 23, 2010—7:00 p.m.

CJH Municipal Center, Meeting Room B

PRESENT: Jane Bickford, Chairman; Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Doratheia Gulya-Stasny, Robin Kahn, Richard Merritt, Shani Burke Specht, Elisa Volpati, Directors.

Lynn Rosato, Library Director

PRESENT: Trisha Lewis joined the meeting at 7:55 p.m.

ABSENT WITH NOTICE: Terri Rotella.

VISITORS: Linda Curtis, Friends of the Library (FOL); Matt Knickerbocker, First Selectman; Amy Schumann, Young Adult Services Librarian.

Chairman Bickford called the meeting to order at 7:01 p.m. and led all in the Pledge of Allegiance.

Shani Burke Specht moved to add to the agenda a request for use of the Library grounds by the Bethel Land Trust. Motion seconded by Richard Merritt; motion passed unanimously.

CORRESPONDENCE/ANNOUNCEMENTS: Chairman Bickford reported that two checks had been received from the Von Bank annuity, in the amounts of \$26,000 and \$28,590. A "surrender fee" had been deducted from the second check; the Town Attorney is investigating the nature of this fee. Chairman Bickford is in receipt of a letter from Mary O'Leary re: the Hospice Breakfast, which will be discussed later in the meeting.

Shani Burke Specht moved to add to the meeting agenda discussion of a claim for damage to tents during Olde Home Day. Motion seconded by Tom Addonizio; motion passed unanimously.

APPROVAL OF MEETING MINUTES: Doratheia Gulya-Stasny moved to accept the minutes of the July 26, 2010, Board meeting as presented. Motion seconded by Eileen Freebairn. Voting

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TOWN OF BETHEL
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"yes": Kim Adams, Tom Addonizio, Eileen Freebairn, Dorathea Gulya-Stasny, Richard Merritt, Elisa Volpati. Abstain: Jim Forman, Robin Kahn, Shani Burke Specht.

Library Director Rosato noted that the Town has submitted applications for three Small Town Economic Assistance Program (STEAP) grants, with a response likely in January 2011.

TREASURER'S REPORT: Tom Addonizio distributed copies of the Treasurer's report. Robin Kahn moved to accept the report as presented; motion seconded by Shani Burke Specht. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT: Library Director Rosato distributed copies of the report prior to the meeting.

Amy Schumann, Young Adult Services Librarian, reported on her role and duties at the Library: collection development and materials selection for grades 6-12 patrons; development and implementation of Library programs for teens; supervision of a large number of teen volunteers; working with the Bethel High School and Middle School media specialists; collection development and materials selection for adult and teen audiovisual materials; development and presentation of regular genealogy workshops for patrons; covering the Reference desk on a regular basis; organizing the Library's annual Tellabration activities. The Board thanked Amy for her service and her contributions to the success of the Library.

[Amy Schumann left the meeting.]

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Friends of the Library Report: Linda Curtis reported on preparations for the big book sale, to be held August 28, 29 and 30 in the Municipal Center. The FOL will be selling tickets for "Shop for a Cause" at Macy's on October 16. Tickets are available for a suggested donation of \$5 and will be sold at all upcoming FOL events and at the Circulation desk from the last week of September through October 16.

Hospice Breakfast: Chairman Bickford read a letter from Mary O'Leary inviting the Board members to participate in the Hospice Breakfast on Friday, October 1 at 8:00 a.m. at the Ethan Allen Inn in Danbury. The cost is \$125 per table of eight. Kim Adams moved to purchase a table for the Hospice Breakfast on behalf of the Board with funds provided by each Board member. Motion seconded by Jim Forman; motion passed unanimously.

Building Project Update: Chairman Bickford reported on the Kresge Foundation, which has changed the focus of its grant making to support initiatives in areas of strong economic need. Chairman Bickford noted that there are many grant opportunities for 501(c)3 organizations, such as the FOL. She would like the Grants Committee to research grants for 501(c)3 groups, including grants for programs. Extensive discussion of all aspects of funding for the building project, and the Board presentation to the Boards of Selectmen and Finance.

Shani Burke Specht moved that Chairman Bickford make a written request to be placed on the agenda for one of the September meetings of the Board of Selectmen. Motion seconded by Kim Adams. Discussion. Motion passed unanimously.

[Trisha Lewis entered the meeting.]

Committee Reports:

Personnel Committee: Eileen Freebairn presented a Committee motion that the Leadership Enhancement Questionnaire be eliminated from the Library Director evaluation process. Discussion. Voting "yes": Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Doratheia Gulya-Stasny, Robin Kahn, Trisha Lewis, Richard Merritt, Elisa Volpati. Voting "no": Shani Burke Specht. Motion passed.

[Matt Knickerbocker entered the meeting.]

Eileen Freebairn presented a Committee motion to re-direct savings in full-time salaries in the Adult Services department to two part-time library assistant positions. Discussion. Motion passed unanimously.

Eileen Freebairn presented a Committee motion to approve changes in the job descriptions for the Adult Services Librarian and the two full-time Library Assistants in the Adult Services department. Motion passed unanimously.

Development Committee: Trisha Lewis reported on plans for the Sept. 21 Wine Tasting event at La Zingara restaurant, and distributed one of the wine glasses available for the first 150 ticket-purchasers. Tickets will be sold by the restaurant, Board members, and at the Library. Kim Adams requested additional donations for the gift baskets to be raffled off that evening.

Library Director Rosato reported on "Women Who Did," the short play to be presented on Sept. 24 as a celebration of Founder's Day.

Trisha Lewis presented a Committee motion that the Board purchase some of the circus posters currently on exhibit at the Library. Discussion. Motion rescinded.

Trisha Lewis reported on the Mystery Dinner Theater. Jim Forman will post a casting call at WCSU next week. Deadline for ads in the program book is Sept. 20. Discussion.

Elisa Volpati asked a question re: the Connecticut Film Festival (CTFF). Chairman Bickford reported that Tom Carruthers will have the final numbers soon.

Policy Committee: Trisha Lewis reported on the Financial and Fundraising Policy. Discussion of credit card usage and security compliance policy needed by the credit card industry. Discussion of language re: duties of Finance Committee. Robin Kahn suggested taking language from the Bylaws (page 5, article IV, section 5). Discussion of Plumtrees Association and Board scholarships. Exact wording of 1970 resolution will be provided prior to the vote at the next meeting.

Shani Burke Specht moved to make no changes to the current Bylaws and to continue operating under the existing Bylaws. Motion seconded by Doratheia Gulya-Stasny. Discussion. Voting "yes": Shani Burke Specht, Elisa Volpati. Voting "no": Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Robin Kahn, Trisha Lewis, Richard Merritt. Abstain: Doratheia Gulya-Stasny. Motion failed.

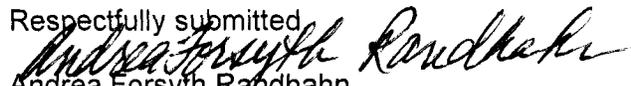
Chairman Bickford read a letter from the Town Attorney re: questions raised at the June Board meeting re: Bylaws: the Board derives authority and limited powers from State Statutes, but it is also governed by the Town Charter. There is nothing to prohibit the Board from having a mission statement in its Bylaws, however it should be worded carefully to be sure it does not run afoul of State Statutes or the Town Charter. The easier and safer course would be not to have such a mission statement included in the Bylaws, but have it as a separate document. Re: honorary status of former Board members, the Board's autonomy would allow it to grant such honorary status, provided that no voting privileges are granted. Re: supermajority for election of officers, the Board's autonomy would allow for the election of officers beyond the majority of a quorum. The Town Charter, for the most part, is silent with regards to the election of officers and what rules are to be followed. Re: Grants Committee, this is a completely internal matter for the Board to decide on its own. Attorney Lawlor's letter attached.

Trisha Lewis presented a Committee motion to accept the Bylaws as revised. Chairman Bickford called for discussion. There was none. Voting "yes": Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Robin Kahn, Trisha Lewis, Richard Merritt, Chairman Bickford. Voting "no": Doratheia Gulya-Stasny, Shani Burke Specht, Elisa Volpati. Motion passed.

Request for Use of Library Grounds: The Bethel Land Trust has made a request to place a table on the Library lawn on Sept. 25 from 10am-6pm to pass out brochures, answer questions and provide information about tours of Ivy Island. Shani Burke Specht moved to approve the request from the Bethel Land Trust; motion seconded by Jim Forman. Motion passed unanimously.

Olde Home Day Tent Damage Claim: Tom Addonizio moved to reimburse the three individuals with damaged tents for an amount not to exceed \$175 each, by the end of 2010, with funds from the Board's Building Fund account. Motion seconded by Robin Kahn. Voting "yes": Kim Adams, Tom Addonizio, Jim Forman, Eileen Freebairn, Doratheia Gulya-Stasny, Robin Kahn, Trisha Lewis, Richard Merritt, Shani Burke Specht. Abstain: Elisa Volpati.

Kim Adams moved to adjourn the meeting; motion seconded by Shani Burke Specht. Motion passed unanimously. Chairman Bickford adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Andrea Forsyth Randhahn
Recording Secretary

MARTIN J. LAWLOR, JR.
Attorney at Law

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Via Email Only:
jbckfrd@sbcglobal.net

August 20, 2010

Bethel Library Board of Directors
C/O Ms. Jane Bickford, Chair
3 Vera Drive
Bethel, CT 06801

RE: Questions/Issues
Bethel Library Board of Directors
Meeting of June 28, 2010

Dear Madam Chair,

At your request, I have reviewed the questions/issues raised regarding the agenda item "Bylaws:" of the LBOD's June 28, 2010 meeting minutes.

I would like to state that the LBOD derives authority and limited powers from State statutes which provides the Board with more autonomy than other local boards and commissions. This allows the Board to have its own bylaws; however, since the LBOD has over the years become a part of the local Town of Bethel government, it is also governed by the Charter.

I will attempt to be as brief as possible and speak only to those items that I believe there is still a question to be resolved. Many of the issues raised were answered at the Board's meeting as reflected in your minutes and I will not comment on the same since I am in agreement with the answers provided.

Mission Statement: There is nothing that prohibits the LBOD to have a mission statement in its bylaws. However, I believe the same should be worded carefully to insure the bylaws do not run afoul of State statutes or the Charter. The easier and safer course would be not to have such a mission statement.

Honorary Status Of Former LBOD Members: This is one area where the Board's autonomy would allow the Board to grant such honorary status to previous members provided that no voting privileges are granted. This is similar to granting *ex officio* status which is noted in the Charter for the First Selectman.

Supermajority For Election Of Officers: Again, this is an area where the Board's autonomy would allow for the election of officers beyond a majority of a quorum. In the Board's case, as long as the vote remains more restrictive than a simple majority of a quorum, it would be acceptable. The Charter for the most part is silent as to requirements for the election of officers

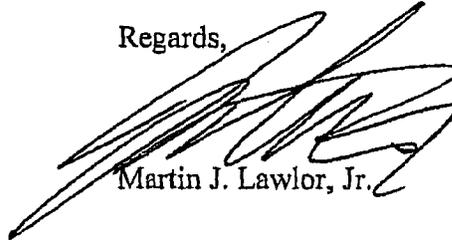
Library Board of Directors
August 20, 2010

and what rules are to be followed and I have not located any State statute that speaks to the same. By way of information, the Charter does specify that Town Meetings are to be conducted by Roberts Rules and that an act of the Selectmen becomes official when a majority of the quorum votes for the same. For the most part, the Town boards and commissions have followed Roberts Rules and used the majority of a quorum for all voting. However, these boards and commissions do not have autonomous powers granted to them by statute as the LBOD.

Grants Committee: The discussion regarding the same is a completely internal matter for the Board members to decide on their own.

As stated previously, any issues which I have not addressed were answered at the time of the Board's meeting as reflected in the minutes which I agree with. If the Board requires further clarification or would like me to address any items that I have not addressed, please advise.

Regards,

A handwritten signature in black ink, appearing to read "Martin J. Lawlor, Jr.", written over the typed name.

Martin J. Lawlor, Jr.

MJLJR: cjb
cc: Matthew S. Knickerbocker, First Selectman