



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

January 27, 2014 – 7:00 p.m.

Children's Program Room - Bethel Public Library

PRESENT: Robin Kahn, Acting Chairman, Lisa Johnson, Robert Zupperoli, Tia Murphy, Gary Passineau, Linda Curtis, Mary O'Leary, Ted Stevenson, Mary Spain and Richard Merritt.

Lynn Rosato, Library Director

ABSENT WITH NOTICE: Terri Rotella and Carol Lawlor

VISITORS: Jane Bickford

Acting Chairman Kahn called the meeting to order at 7:01 p.m.

There being no flag in the room, the Pledge of Allegiance was not recited.

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS:

No correspondence. Director Rosato announced that the Board meeting would have to be recessed and reconvened in the Community Room when the room becomes available.

APPROVAL OF DECEMBER 9, 2013 MEETING MINUTES:

Mary O'Leary moved that the minutes be approved. Linda Curtis seconded the motion. The motion passed. Ted Stevenson, Mary Spain and Rich Merritt abstained.

TREASURER'S REPORT:

Treasurer Tia Murphy recommended that the Board consolidate some of its bank accounts now that we are nearing the end of large expenditures associated with the building project. She said

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that we are now moving into FFE (furniture, fixtures and equipment) expenditures. A discussion ensued regarding the various accounts and the completion of the building project. Robin Kahn moved to accept the Treasurer's report for December 2013 as presented. Mary O'Leary seconded the motion. The motion passed. Ted Stevenson abstained.

LIBRARY DIRECTOR'S REPORT:

Director Rosato asked that Board members confirm the information contained in the list of members that was circulated to Board members via email. The list will be updated after the election of officers. Director Rosato reported it is time to renew the Board's membership in the Association of Connecticut Library Boards. The membership fee is \$100.00. Mary Spain moved to continue the Board's membership in the Association. Robert Zupperoli seconded the motion. The motion passed. Director Rosato informed the Board of changes to the Library's newsletter format and said that the number of editions of the newsletter will increase from 4 per year to 6 per year. Discussion ensued.

FRIENDS OF THE LIBRARY:

Linda Curtis requested that Board members renew their Friend's membership. Jane Bickford will be setting up the Friend's bookstore in the Library. The Friends are planning to have special programs at upcoming general meetings.

UNFINISHED BUSINESS: None

NEW BUSINESS:

COMMITTEE REPORTS:

Nominating Committee: Mary O'Leary moved the approval of the following slate of officers on behalf of the Nominating Committee:

Chairman: Tia Murphy
Vice Chairman: Gary Passineau
Treasurer: Rich Merritt
Secretary: Robin Kahn

Acting Chairman Kahn asked if there were any nominations from the floor. Lisa Johnson nominated Robert Zupperoli as Chairman. The motion was not seconded.

The motion to approve the slate passed.

At this point Acting Chairman Kahn turned the meeting over to newly elected Chairman, Tia Murphy.

BUDGET FY 2014-2015:

Based upon the recommendation of First Selectman Matt Knickerbocker and Comptroller Bob Kozlowski, and subject to approval by the Board of Finance, the Library will request that its proposed capital budget of approximately \$68,000 be incorporated into the Town's capital budget in its entirety for FY 2014-2015, as opposed to over a period of 2 years. Library Director Rosato handed out a revised budget and reviewed the changes that had been made since the budget was approved at the December meeting of the Board. Overall, the budget for FY 2014-2015 has increased over the previous year's budget by approximately 8% with the increase being primarily attributable to the Personnel and Equipment and Maintenance line items. Director Rosato stated that she and Chairman Murphy would have a meeting with First Selectman Knickerbocker and Town Comptroller Koslowski early in February to review and discuss the proposed Library budget, time and date to be determined.

BUILDING PROJECT UPDATE:

Director Rosato reported that the Library has received all of the grant money from the State Library and DECD grants, and the Town has been fully reimbursed by the Library for the building project, with the exception of a final balance of \$4,266.53. The Library has also received an incentive check from CL&P. First Selectman Knickerbocker and Mr. Kozlowski informed Ms. Rosato that the Town will be reimbursed all costs associated with the parking lot/old Town Hall demolition via the LOCIP grant. This was outlined in a letter dated January 27, 2014 from Comptroller Koslowski (submitted into the record).

Discussion ensued regarding the Board's accounts. Director Rosato reported that she and Jane Bickford had created a list of items to be purchased for the sponsored areas and submitted the orders to the various vendors. The cost of these items will be paid for out of the remaining balance in the Library Board accounts from the funds encumbered for the building project.

There is approximately \$22,000.00 remaining in the combined Building Fund and Library Board accounts after payment of the balance of \$4,266.53 to the Town and after payment of outstanding invoices for FFE items. Board members want to ensure that there are sufficient funds left to pay for any remaining and unforeseen expenses. Robin Kahn moved that the sum of \$15,000.00 be held back from the combined accounts until released by the Board. The difference may be utilized by the Director to purchase the remaining items to complete sponsored areas and to make additional FFE purchases. Robert Zupperoli seconded the motion. The motion passed.

Library Director Rosato reviewed the security measures that were recommended by security consultant Vincent Riccio, who conducted the Active Shooter training at the Library. The cost to implement the measures is approximately \$3,800.00. Robert Zupperoli moved to authorize the expenditure of up to \$3,800.00 for the recommended security measures, with the funds to come from the Library's C-Card money. Lisa Johnson seconded the motion. The motion passed.

Rich Merritt moved to temporarily recess the meeting so that it could be moved to the Community Room. Robin Kahn seconded the motion. The motion passed and the meeting was temporarily recessed at 8:49 p.m.

The meeting was reconvened at 8:56 p.m. in the Community Room.

BANKING RESOLUTION:

Robin Kahn moved that Gary Passineau and Rich Merritt be added as authorized signators to the Board's bank accounts. Robert Zupperoli seconded the motion. The motion passed.

COMMITTEE APPOINTMENTS:

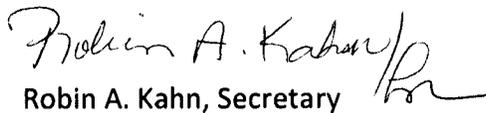
Board members agreed upon the reconstitution of standing Board committees.

MISCELLANEOUS:

Tia Murphy moved that the starting time of regular Board meetings be changed from 7:00 p.m. to 6:30 p.m. Robert Zupperoli seconded the motion. The motion passed.

Robin Kahn moved to adjourn the meeting. Robert Zupperoli seconded the motion. The motion passed unanimously and the meeting was adjourned at 9:15 p.m.

Respectfully submitted,


Robin A. Kahn, Secretary

COMPTROLLER'S OFFICE

C.J. Hurgin Municipal Center
1 School Street, Bethel, CT 06801 (203) 794-8512

*Robert V. Kozlowski, Comptroller
Brad C. Heering, Ass't Comptroller*

January 31, 2014

Lynn Rosato
Library Director
Bethel Public Library
189 Greenwood Avenue
Bethel, CT 06801

Hi Lynn,

I wanted to give you an update on the Library project and the remaining balance due to the Town. The Library has at this time a remaining balance of \$4,266.53. The details as to how this amount was determined are as follows:

June 30, 2013 balance outstanding	\$904,308.52
Amount received in FY 2014 to date	(629,251.14)
LOCIP reimbursement	<u>(270,790.85)</u>
Remaining balance to the Town	\$ 4,266.53

Please note the funds earmarked as LOCIP reimbursement should be received from the State over the next few years. The Town has agreed to apply these LOCIP funds from the State for the purpose of extinguishing this debt.

If you should have any questions please feel free to call.

Regards,

Robert Kozlowski