



BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

MINUTES OF REGULAR MEETING (AMMENDED)

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

March 24, 2014 – 6:30 p.m.

Cady Morse Conference Room - Bethel Public Library

RECEIVED

2014 APR 29 P 4:04

TOWN OF BETHEL
TOWN CLERK

PRESENT: Tia Murphy, Chairman, Robert Zupperoli, Gary Passineau, Linda Curtis, Mary O'Leary, Ted Stevenson, Terri Rotella, Carol Lawlor and Richard Merritt.

Lynn Rosato, Library Director

ABSENT WITH NOTICE: Lisa Johnson, Robin Kahn and Mary Spain

VISITORS: None

Chairman Murphy called the meeting to order at 6:29 p.m.

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

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS:

A final probate hearing is scheduled for April 1, 2014 for the estate of Mary Ellen Whaley's Will donation of Bethel memorabilia. Library Director Rosato read a thank you note from the Bethel Senior Center for the donation of computers.

APPROVAL OF FEBRUARY 24, 2014 MEETING MINUTES:

Linda Curtis moved that the minutes be approved. Ted Stevenson seconded the motion. The motion passed.

TREASURER'S REPORT:

Tia Murphy and Richard Merritt met jointly for the Treasurer's Report transition. Ted Stevenson moved to approve February Treasury Report. Mary O'Leary seconded the motion. The motion passed.

LIBRARY DIRECTOR'S REPORT:

Director Rosato reported that the Library has still not received documentation required to close out DECD grant. She is concerned that the failure or delinquency in returning documentation could jeopardize future grants from DECD. Budget monies are frozen because have not received proper documentation to close out the DECD grant. Director Rosato distributed a revised Table of Organization handout to board.

FRIENDS OF THE LIBRARY:

Linda Curtis reported a fun program is planned for the April 17th meeting. The first ½ hour will be a Wine and Cheese Reception for current members. Cheryl Mandraccia will perform.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

COMMITTEE REPORTS:

Development Committee: Mary O'Leary reported that a wine tasting event will be held September 16th in the Library for greater exposure to the Library's services. There is a Board of Selectmen meeting scheduled that night, so date may need to be changed. The wine tasting event will have a specific fundraising purpose that will be determined at a later date.

Executive Committee: Chair Tia Murphy reported the committee will meet on a quarterly basis to go over goals; stay on track with goals; and to get the support and focus that Director Rosato will need throughout the year.

Personnel Committee: Carol Lawlor reported they had a good working session reviewing the Director's Evaluation Form and will meet again on April 21st to continue the review.

Planning Committee: Robert Zupperoli reported the committee met and will be meeting again Thursday, March 27th. The Committee will discuss the overall planning process to develop a master plan. They will be developing smart goals and performing a needs assessment, beginning with a survey to community and stakeholders to begin organizing focus groups. Identified 7-9 focus groups and will invite representatives to fill seats on these groups and ask Board Members to facilitate. Process should take 18 months to develop a 3 year plan.

Scholarship Committee: Mary O'Leary reported applications in all schools. Two mailed in to date. Evaluation form was critiqued and changed. Mary O'Leary moved the new 2014 Scholarship Application Form be accepted by the Committee. Robert Zupperoli seconded. Motion passed.

Technology Committee: Richard Merritt reported the committee met on March 13th. Bethel Public Library Technology and Business Center Program flow chart remained the same, minor change in the Chamber of Commerce Officer's. A few items were deleted with Director Rosato's guidance that will be updated with new software at a later date. Emphasis on the Technology Center will be in Marketing to get organizations involved in its use.

VOLUNTEER RECEPTION:

The Volunteer Reception will be held April 3rd from 3-5 P.M. in the Maria Parloa Community Room. The staff will provide refreshments. A token wine glass with candies and a Certificate of Appreciation will be rewarded to 22 invited volunteers. First Selectmen Matt Knickerbocker with prepare a proclamation for the event. Library Director Rosato will handle any Public Relations possibilities. Board Members should attend, if possible.

BUDGET FY 2014-2015:

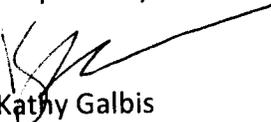
Library Director Rosato reported that the Board of Selectmen met and recommended a reduction in the budget of \$28,218 which is 45% of the increase that was requested. The Board of Finance will meet on Tuesday, March 25th to discuss budget cuts and Library Director Rosato asked that Board Members show support by attending. If a budget cut is needed, Chair Murphy requested Board Members conceptually give thought to actions that may be needed in the future. She recommended looking at budget items Personnel and Equipment Maintenance. Potentially hiring some new personnel instead of the full 3% COLA increase and some equipment items may be funded through the awarded Meserve Grant. The Meserve Grant stipulates what monies can be used towards. Three out of four requested capital projects were included in the Capital Budget. Upgrading the telephone system was not included at this time. The telephone system is working but is at its maximum.

BUILDING PROJECT UPDATE:

Library Director Rosato reported that the furniture and booths were installed. They are still awaiting an order of shelves, tables and chairs for the Children's Library. As reported earlier, required documentation has not been received from Morganti for the DECD grant close out. Chair Murphy will speak with John Menti, Chairman of the Public Site and Building Commission, regarding resolving the required documentation issue. The camera has not been fixed and the security company may need to be called in for the repair.

Terry Rotella moved to adjourn the meeting. Linda Curtis seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:15 p.m.

Respectfully submitted,



Kathy Galbis
Recording Secretary