



BETHEL PUBLIC LIBRARY

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TOWN OF BETHEL
TOWN CLERK

MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

March 24, 2014 – 6:30 p.m.

Cady Morse Conference Room - Bethel Public Library

PRESENT: Tia Murphy, Chair, 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

Chair Murphy called the meeting to order at 6:32 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 Treasurer's 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 the DECD grant. She is concerned that the failure or delinquency in returning documentation could jeopardize future grants from DECD. Budget monies for furniture are frozen because we have not received proper documentation to close out the DECD grant. Director Rosato distributed a revised Table of Organization handout to the Board.

FRIENDS OF THE LIBRARY:

Linda Curtis reported a fun program is planned for the April 17th meeting. The first half 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 the Library Director's goals; stay on track with these 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 begin by developing S.M.A.R.T. goals and performing a needs assessment. The Committee has identified 7-9 different constituent groups and will invite representatives to fill seats on these groups and ask Board members to facilitate the focus group sessions. Process should take 18 months to develop a 3 year plan.

Scholarship Committee: Mary O'Leary reported having delivered applications to all schools. Two applications have been mailed in to date. The Application Evaluation Form was critiqued and changed. Mary O'Leary moved the new 2014 Scholarship Application Evaluation Form be accepted by the Board. 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 with a minor change in the Chamber of Commerce officers. A few items were deleted, with Director Rosato's guidance, that will be updated with new versions of software at a later date. Emphasis on the Technology Center will be on 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 Mary Parloa Community Room. The staff will provide refreshments. A Certificate of Appreciation will be rewarded to 22 invited volunteers. First Selectman Matt Knickerbocker will prepare a proclamation for the event. Library Director Rosato will handle public relations. Board members should attend, if possible.

BUDGET FY 2014-2015:

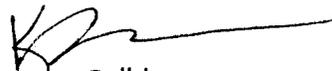
Chair Tia Murphy reported that the Board of Selectmen met and recommended a reduction in the budget of \$28,218 which is 45% of the increase that was requested. The Board of Finance will meet on Tuesday, March 25th to discuss the budget. Library Director Rosato asked that Board members show support by 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. Three out of four requested Capital Projects were included in the Bethel Town Capital Budget. Upgrading the telephone system was not included at this time. Director Rosato noted that the telephone system is working but is at its maximum and cannot be expanded.

BUILDING PROJECT UPDATE:

Library Director Rosato reported that the booths in the Teen Library 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, Chair of the Public Site and Building Commission, regarding resolving the required documentation issue. The security cameras have 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