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MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS
April 28, 2014 – 6:30 p.m.
Cady Morse Conference Room - Bethel Public Library

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

ABSENT WITH NOTICE: Lisa Johnson, Robin Kahn, Gary Passineau, and Lynn Rosato, Library Director.

VISITORS: None

Chair Murphy called the meeting to order at 6:30 p.m.

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

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS:
Chair Murphy is working on arranging a site visit to review Bethel memorabilia donated in Mary Ellen Whaley's will.

APPROVAL OF MARCH 24, 2014 MEETING MINUTES:
Ted Stevenson noted an error in the "Volunteer Reception" section of the March 24th minutes. Change Mary Parloa to read Maria Parloa. Ted Stevenson moved that the minutes be approved as amended. Mary Spain seconded the motion. All in favor. The motion passed.

TREASURER'S REPORT:
Rich Merritt reported Director Rosato made a few changes to the Grant Account for clarification. Discussion followed. Mary O'Leary will provide Rich Merritt with information required for checks written from the Scholarship account after June 1, 2014. Mary O'Leary inquired on differing balances in accounts from one report to another. Discussion followed. Chair Murphy suggested meeting with the Treasurer, Rich Merritt and Director Rosato to

discuss any account changes needed going forward for coherence. A proposal would be made at an upcoming board meeting. Mary O'Leary moved to approve the March Treasurer's Report. Carol Lawlor seconded the motion. All in favor. The motion passed.

LIBRARY DIRECTOR'S REPORT:
In Director Rosato's absence, Chair Murphy reported last item on punch list for the building project is the cameras. A couple of cameras need additional focusing. The DECD documents required to close out the grant were received and forwarded to DECD. Chair Murphy will ask Public Site & Building Commission Chairman, Jon Menti, to certify that the building project is complete. The Board of Finance reinstated $30,000 into the Town's non-recurring capital budget to seal the mechanical's room floor. Chairman Kingston of the Board of Finance personally came to the Library to tour the rooms concerned. Mary O'Leary honored Chair Murphy for the hard work and effort she, Jon Menti and Nancy Ryan put into making this budget change occur.

FRIENDS OF THE LIBRARY:
Linda Curtis reported that unfortunately the program planned for April had to be cancelled. The pianist will perform at the January 2015 annual meeting. The July 17th program will have a presentation by a gentleman who goes to shelters and finds four-legged stars for Broadway. The Friends' book store is nearly complete and volunteers are needed to man book store during Library hours.

UNFINISHED BUSINESS: In regards to movies being shown at the Library, Mary Spain asked if there were any accommodations for hearing impaired and Chair Murphy suggested she speak with Director Rosato. Chair Murphy reported that Library's movie license does not allow advertising of movie titles to be shown at the Library on media sources but they can be given to patrons. A list of upcoming movie titles is linked on website.

NEW BUSINESS: None.

COMMITTEE REPORTS:

Development Committee: In Lisa Johnson's absence, no report was given.

Personnel Committee: Carol Lawlor reported they met on April 21st to continue the review of the Director's evaluation form and, also, worked on the Library Director's job description. The Committee will meet again on June 4th.

Planning Committee: Robert Zupperoli reported the Committee met on April 24th and will meet again on May 22nd. The Committee designed basic, broad questions for the survey to identify individuals for focus groups. Two sets of questions were designed, one for users and one for non-users. The goal is to get non-users to respond to the survey to understand why they don't use the Library. The survey vehicle the Committee will use is Survey Monkey. Robert Zupperoli recommended the Gold level (unlimited questions/unlimited responses) at an annual cost of $300. The survey will run for a 3-6

month period and any unspent monies will be reimbursed back to the board by Survey Monkey. Robert Zupperoli moved to approve payment of $300 to Survey Monkey. Mary O'Leary seconded the motion. All in favor. The motion passed.

Scholarship Committee: Mary O'Leary reported the Committee received 20 applications: 17 from Bethel High School, 11 from Immaculate High School, 1 from Abbott Tech and 1 from Saint Luke's in New Canaan. The Committee's goal is mid-May for choosing a scholarship recipient.

BUDGET FY 2014-2015:
Chair Murphy reported no additional cuts were called for at the public hearing on the Town budget. She had a discussion with Chairman Kingston of the Board of Finance regarding how the Library is budgeted differently than other Town departments and what that entails. Next Town meeting is May 5th. Board members are encouraged to attend as the budget could still be cut.

BUILDING PROJECT UPDATE:
Chair Murphy will speak with Jon Menti regarding certification that the building project is complete. There is a hold on remaining dollars in the encumbered FFE funds pending the receipt of furniture ordered but not yet delivered. A Board decision on the releasing of those monies will occur in an upcoming meeting. Meserve Grant was awarded to the Library for technology items.

Robert Zupperoli moved to adjourn the meeting. Terri Rotella seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Kathy Galbis
Recording Secretary