



## **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**

September 22, 2014 – 6:30 p.m.

Cady Morse Conference Room - Bethel Public Library

**PRESENT:** Tia Murphy, Chair, Linda Curtis, Robin Kahn, Carol Lawlor, Richard Merritt, Mary O'Leary, Gary Passineau, Terri Rotella, Ted Stevenson, Robert Zupperoli and Lynn Rosato, Library Director

**ABSENT WITH NOTICE:** Lisa Johnson and Mary Spain.

**VISITORS:** None

Chair Murphy called the meeting to order at 6:31 p.m.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** Director Rosato reported receipt of a written positive response on the September 16<sup>th</sup> Wine & Food Tasting Fundraiser. She, also, read a letter addressed to Kate Soboleva, Adult Services Librarian, from the State Library regarding the LSTA grant she applied for and what a wonderful job she did with the application process.

#### **APPROVAL OF AUGUST 25, 2014 MEETING MINUTES:**

Robin Kahn moved that the minutes be approved. Linda Curtis seconded the motion. Vote, all in favor, none opposed, motion passed. Carol Lawlor and Robert Zupperoli abstained.

#### **TREASURER'S REPORT:**

Chair Murphy reported that Comptroller Kozlowski is working with the auditors on the final numbers for the Library building project to release the remaining monies. Gary Passineau moved to approve the August Treasurer's Report. Ted Stevenson seconded the motion. Vote, all in favor, none opposed, motion passed.

#### **LIBRARY DIRECTOR'S REPORT:**

Director Rosato reported the roof is being redone at the Library front entrance. In response to her request for closing of the gap, a steel awning will be installed over the book drop. A third quote is being sought for the Seelye House painting. The shutters are not original to the house, so she requested all three bids include the shutters. The epoxy on the mechanical room floor is still on hold until additional information is obtained.

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TOWN CLERK

**FRIENDS OF THE LIBRARY:**

Linda Curtis reported the Friends Book Cellar is open Saturdays and Mondays with a Friends Book Cellar Annex on the first floor for adults and children books on the days the Cellar is closed. The October 30<sup>th</sup> meeting is a musical program with a wine and cheese reception.

**UNFINISHED BUSINESS:** Chair Murphy reported that she travelled to Roxbury on Wednesday, August 27<sup>th</sup>, with Director Rosato, to view the Bethel memorabilia donated by the estate of Mary Ellen Whaley. They collected items that are more Bethel specific than Library Seelye House related and have contacted Pat Rist of the Bethel Historical Society to determine their interest.

**NEW BUSINESS:**

**COMMITTEE REPORTS:**

**Development Committee:** Mary O'Leary reported in Lisa Johnson's absence. She thanked the Board for the September 16<sup>h</sup> Wine & Food Tasting Fundraiser success. A discussion ensued on improvements for next year if done again, and reviewed income and expenditures for the event.

**Planning Committee:** Robert Zupperoli reported the Committee met tonight and he will email revised calendar for the focus groups to the Committee. He solicited a board volunteer to facilitate for the November 14<sup>th</sup> senior focus group. Ted Stevenson volunteered to facilitate and record, if no one else is available. Questions for the focus groups have been established. Once the information from the focus groups has been gathered, the Committee will write the report.

**Personnel Committee:** Carol Lawlor reported the Committee met on September 11<sup>th</sup>. The Committee discussed the separation of exempt and non exempt personnel in the budget and determined they need to review staff categories and salaries at a meeting on October 22<sup>nd</sup>. The Library Director's evaluation process is on track. The Committee needs to submit report to the Executive Committee by October 6<sup>th</sup>.

**BUDGET FY 2015-2016:**

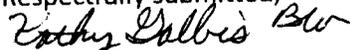
Director Rosato reported budget meetings need to start in October 2014. The Personnel Committee has a meeting set. The Technology Committee needs to schedule a meeting date. Director Rosato needs a draft budget to the Finance Committee by the November 24<sup>th</sup> meeting for approval by the Board at December meeting. AT&T will supply Director Rosato with a quote for a new telephone system for next year. The Facilities Committee will schedule a meeting to review building inside and out to determine a needs assessment. A discussion ensued on the garden and landscape maintenance. Director Rosato will speak with Park and Recreation Director Eileen Earle on upcoming maintenance to be performed.

**BUILDING PROJECT UPDATE:**

Director Rosato is waiting on the auditors review to proceed.

Ted Stevenson moved to adjourn the meeting. Mary O'Leary seconded the motion. Vote, all in favor, none opposed, the motion passed unanimously and the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

  
Kathy Galbis

Recording Secretary