



## BETHEL PUBLIC LIBRARY

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www.bethellibrary.org

### MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS

October 27, 2014 – 6:30 p.m.

Cady Morse Conference Room - Bethel Public Library

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

**VISITORS:** None

Chair Murphy called the meeting to order at 6:32 p.m.

**PUBLIC INPUT:** None.

**CORRESPONDENCE AND ANNOUNCEMENTS:** None

#### APPROVAL OF SEPTEMBER 22, 2014 MEETING MINUTES:

Correction made to the September 22, 2014 minutes under Planning Committee Report to change the "November 14<sup>th</sup>" senior focus group to "October 14<sup>th</sup>". Also, under Library Director's Report change "redone" to "repair" of roof. Ted Stevenson moved that the minutes be approved with corrections. Robert Zupperoli seconded the motion. Vote, all in favor, none opposed, motion passed.

#### TREASURER'S REPORT:

Chair Murphy reported that Comptroller Kozlowski is working with the auditors on the final numbers for the Library building project. Once finalized, the Board will release the remaining monies for FFE. There was an issue with the allocation of the LOCIP funds that needs a vote at the next Board of Selectmen's meeting on November 4, 2014. Mary O'Leary moved to approve the September Treasurer's Report. Terri Rotella seconded the motion. Vote, all in favor, none opposed, motion passed. Linda Curtis abstained.

#### LIBRARY DIRECTOR'S REPORT:

Director Rosato reported that one of the trees on the Library grounds has been removed with a second tree scheduled for removal. Both trees were diseased and dying. The Norway Maples will be replaced with Sugar Maples in the spring. A discussion ensued on changing the caliper of the tree from 3" to 8". The Board will research funding options and revisit at later date.

Director Rosato received an email from Comptroller Kozlowski on insuring Seelye House memorabilia. The memorabilia would need to be appraised to be covered under the policy. Comptroller Kozlowski needs a complete inventory of Seelye House items and their values. Director Rosato is completing a

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fixed asset report for the Comptroller and will work on the Seelye House inventory which will include photos. Director Rosato reported on the sprinkler system leak in the Children's Library. No significant damage was done. The ceiling tiles and pipe have been replaced. The compressor also will be replaced.

Chair Murphy inquired about the epoxy on the mechanical room floor. Director Rosato spoke to Interim Public Works Director Robert Dibble and reported that they are seeking revised bids from three companies to include re-grading of the floor.

**FRIENDS OF THE LIBRARY:**

Linda Curtis reported the October 30<sup>th</sup> meeting is a musical program with a wine and cheese reception for Friends' members. The Friends Book Cellar now is open Mondays, Wednesdays, Saturdays and Sundays with a Friends Book Cellar Annex on the first floor with adult and children's books for sale. Director Rosato reported that the Friends Book Cellar was mentioned favorably in the planning focus groups.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**COMMITTEE REPORTS:**

**Planning Committee:** Robert Zupperoli reported that all focus groups have met. He would like to hold one more for those in Town governance, and will determine if this is possible. All focus groups discussed the same questions and met for approximately 1-1 ¼ hours. Director Rosato would like to schedule a retreat for the Library staff to discuss the focus group questions to get their input. Discussion ensued and will be revisited again at the next Planning Committee meeting on November 6, 2014.

**Personnel Committee:** Carol Lawlor reported the Committee met on October 22<sup>nd</sup> to discuss the salary range schedule for fiscal year 2015-2016. The Committee also reviewed the Director's evaluation. The discussion will continue at the next meeting.

**Technology Committee:** Richard Merritt reported the Committee met on October 20<sup>th</sup> to review and discuss the budget for fiscal year 2015-2016. Some items of concern were replacing the server which is approaching its five year life span, adding two more self check out stations, and an increase in the Contracted Services line.

**Facility Committee:** Gary Passineau reported the Committee met on October 15<sup>th</sup> and did a walk-through of the Library and the Library grounds. They discussed possible capital budget expenditures to replace the front doors, the security gates and the telephone system. They noted 18 items that need to be addressed, most of which could be allocated under the general budget. Mr. Passineau read a portion of the Facility Committee's minutes stating in part that the Library is a gem and needs to be maintained as such in the future. Mr. Passineau reported the Committee will be requesting monies from the Board for a staff holiday party. Chair Murphy thanked the Committee for its work.

**ELECT NOMINATING COMMITTEE:**

Chair Murphy requested volunteers for the Nominating Committee. Gary Passineau, Robin Kahn and Mary O'Leary volunteered to serve on the Committee.

**LIBRARY BOARD OF DIRECTOR'S EXPENDITURES:**

Chair Murphy requested Board input on the allocation of monies raised at the September 16th Wine & Food Tasting Fundraiser. Some suggestions were scholarship expansion, library programs and staff development. Chair Murphy requested the Board give some thought and email suggestions to her for future discussion.

**LIBRARY DIRECTOR'S EVALUATION:**

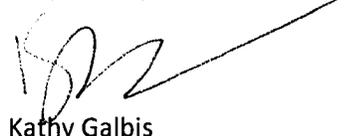
Gary Passineau moved to adjourn into Executive Session. Terri Rotella seconded the motion. Vote, all in favor, none opposed, motion passed and the meeting adjourned into Executive Session at 7:39 p.m.

Ted Stevenson moved to come out of Executive Session. Robin Kahn seconded the motion. Vote, all in favor, motion passed and the Board came out of Executive Session at 7:55 p.m.

Robert Zupperoli moved to accept the Director's Evaluation and Goals as written. Ted Stevenson seconded the motion. Vote, all in favor, motion passed.

Robert Zupperoli moved to adjourn the meeting. Linda Curtis seconded the motion. Vote, all in favor, none opposed, the motion passed unanimously and the meeting was adjourned at 7:57 p.m.

Respectfully submitted,



Kathy Galbis  
Recording Secretary