



BETHEL PUBLIC LIBRARY
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TOWN OF BETHEL
TOWN CLERK

MINUTES OF REGULAR MEETING

BETHEL PUBLIC LIBRARY BOARD OF DIRECTORS
November 24, 2014 – 6:30 p.m.
Cady Morse Conference Room – Bethel Public Library

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

ABSENT with Notice: Carol Lawlor, Mary Spain.

VISITORS: None

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

PUBLIC INPUT: None.

CORRESPONDENCE AND ANNOUNCEMENTS:

Chair Murphy reported a correspondence from Lisa Bergh, Town Clerk regarding all board and commission meetings. The notice stated that the schedule of regular meeting dates, including dates, times, and place, for the coming year must be voted on in the December meeting, reflected in the minutes and submitted to the Town Clerk's office by January 31. The notice also included, "should a member resign, the requirement is that a letter of resignation be submitted to the Town Clerk. The resignation becomes effective on the date it is stamped received by the Town Clerk."

APPROVAL OF MINUTES:

Robert Zupperoli moved to approve the minutes of the October 27, 2014 meeting. Linda Curtis seconded the motion. Discussion. Ted Stevenson suggested changing the wording under the Technology Committee from "approaching its five year plan" to "end of its 5 year life span". All in favor. Motion passed.

TREASURER'S REPORT:

Richard Merritt reported that Bob Kozlowski, Comptroller and the auditors continue to work on the final report for the Library building project. Once the report is completed, the Library Board will release the remaining monies to purchase FFE. Ted Stevenson made a motion to accept the Treasurer's Report. Lisa Johnson seconded the motion. All in favor. Motion passed.

LIBRARY DIRECTOR'S REPORT:

Director Rosato announced that she was in contact with Comptroller Koslowski, regarding the appraisal of antiques in the Seelye House. From looking at pictures of the items, an appraiser indicated that the items were not of great value; however, Mr. Koslowski would arrange for a meeting in the coming weeks to appraise the items in person.

Regarding the Building project, Bob Koslowski wrote a letter to the State requesting the authorization to release the funds that were used to pay for the parking lot. Once the Comptroller notifies us that the project has been closed the Board will release the encumbered funds for FFE.

FRIENDS OF THE LIBRARY: Linda Curtis reported there will be a book sale in the Book Cellar in conjunction with the Winterfest this coming weekend. If members renew their membership during the Winterfest, they will receive 50% off the price of items in the Book Cellar store.

UNFINISHED BUSINESS: The Library building fund remains unresolved as noted earlier.

NEW BUSINESS:

COMMITTEE REPORTS:

Planning Committee: Robert Zupperoli reported all patron focus groups have been completed. Committee members are working to redact and organize the information received. Three additional focus groups were identified and input from each will be included in the comprehensive long-term plan: (1) the staff of the library, (2) the Library Board of Directors, (3) the governing body of the town of Bethel. Robert will schedule the meetings. Robert plans to outline the long range plan at the February 2015 Board meeting.

Personnel Committee: Mary O'Leary reported that the Committee met to discuss salaries for FY2015-16 budget. The Committee is recommending that two positions at the Library be re-classified to reflect the industry standard for library assistants and IT or digital librarians. The Committee's recommendations were submitted to the Finance Committee.

Technology Committee: The Committee met to review technology items for FY 2015-16 budget. The Committee's recommendation was submitted to the Finance Committee.

Finance Committee: Rich Merritt, Chair/Treasurer stated that FY 2015-16 budget would be discussed at this meeting and voted on at the December 8th Board meeting. He asked the Director to distribute the budgets and take the Board through the detail. At the end of the discussion, the Director stated the Board will need to vote on the proposed budget at the December 8 meeting.

Nominating Committee: The Committee met on November 12 and 18 to determine the proposed slate of officers. The Committee is recommending Tia Murphy as Chair; Gary Passineau as Vice Chair, Rich Merritt as Treasurer, and Lisa Johnson as Secretary. Slate will be presented for a vote at the January 2016 meeting. Nominations will be accepted from the floor at that time.

STAFF RETREAT: Tia reported that the staff retreat/in-service day would include three components: a staff retreat, a focus group, and the holiday party. Hilda DeLucia will facilitate the retreat and conduct the focus group session for the long range planning process. A team

building component will be included. The retreat will be held at Best Western of Danbury Bethel hotel, courtesy of Lisa Johnson. The holiday party will follow the retreat and will be catered by Armando's Restaurant. The retreat is scheduled for December 9, 2014. The library will be closed on this date.

LIBRARY BOARD OF DIRECTOR'S EXPENDITURES: Chair Murphy handed out a proposal to the Board to consolidate the Library Board of Director's accounts. The second section is a proposal for the Library Board of Director's annual budget. Chair Murphy asked Board members to consider the proposal and to be prepared to discuss it at the December meeting.

HOLIDAY SCHEDULE: Director Rosato explained the holiday schedule for 2014. Robin Kahn made a motion to follow the schedule of the Municipal Center for Christmas Eve and New Year's Eve. Gary Passineau seconded the motion. 9 in favor, 1 opposed. Motion passed.

HOLIDAY DECORATIONS: Gary Passineau made a motion to have up to \$200.00 spent on holiday decorations. Robert Zupperoli seconded the motion. All in favor. Motion passed.

Respectfully submitted,



Lisa B. Plumb
Recording Secretary