

C. H. Booth Library Minutes
Board of Trustees Meeting
January 13, 2014

Present: Bob Geckle, Bill McCarthy, Geraldine Carley, Tom D'Agostino, Laura Goldstein, Colleen Honan, Walt Motyka, Mark Principi, Anne Rothstein, Julie Starkweather, Mike Talluto

Absent: Michelle Rosenthal, Raymond Irrera, Carolyn Signorelli

Guests:

Meeting called to order at 7:10 p.m. by Bob Geckle, President of the Board

Consideration of Minutes: *Bob Geckle moved to accept the minutes of the December 2, 2014 regular meeting. The motion was seconded and passed unanimously.*

Public Participation: N/A

President's Announcements: Bob read the two letters of resignation from Martha Robiloti and John Trentacosta; Bob submitted both letters.

Treasurer's Report

Bill shared the report and stated that we are on target for the 2014-15 budget.

Bill moved that we approve the 2nd installment as scheduled from The Friends of the Library.

He also praised the library departments for sticking to their plans and thereby helping the budget come in on target.

Bill, Bob and Brenda attended a budget discussion on 1/6/15 with Pat Llodra and Bob Tait, giving their input for consideration of a slight increase in the budget for the library. A conservative budget was submitted in hopes that an increase above that might be forthcoming.

Bob spoke about benchmarking and how library activity and funding compares to other communities (Brenda also spoke of towns comparable to Newtown as part of the DRG (District Reference Groups)

Tom also added information regarding CT Trust and possible grants to historical buildings for critical maintenance--certain stipulations would apply to qualify for grants for capital improvement

Library Director Report

Brenda asked if there are any questions/concerns in the report.

She then reported that there will be a new job description for the library custodial position, with consideration also given to determining if it would be wise to have a discussion of 2 part time positions as opposed to one full time position.

Committee Reports

Building and Grounds

Tom reviewed information on the \$250,000 CIP explaining that the total cost for the HVAC energy and efficiency proposal is under estimate at \$118,000. He outlined additional needs, including changing windows in the old section, plus the slider, and brick and mortar repairs. \$241,000 will allow these repairs to go forward before a spring 2015 target date.

A safety concern is the slate roof, another outstanding project that needs to be completed soon.

Tom suggested that necessary CIP funds be moved from the 15-16 allocation to the 14-15 side in order to complete projects this year.

By-Laws

Bob reported that the draft is ready and will show changes and new language so the differences between old and new language is clear. The target date to bring them to the BOT meeting is Feb 10th.

Policies and Personnel

Mike addressed the issues that have been discussed to date:

1. Meeting Room and Board room fees
2. Storage issues
3. Application process is the next step; the staff will create a 1st draft for the 2//2015 meeting. A letter will be sent to the Bee and posted on the library website.
4. Continue to prioritize Brenda's list

Fund Raising

Bob read an update for the model show

1. \$100 per person and \$50 for each model
2. Rock Ridge is the venue
3. Still seeking high value items
4. Cash donations are fine, but live and silent auctions items are key to the fundraiser
5. Anne shared that a manual for procedures for fundraising will be forthcoming, with step by step procedures and other key communication.
6. Bob will send out all Fund Raiser Forms

Art/Historical

Art shows are booked through the spring.

Andy and Kate are attending a training session for archiving and inventory tracking.

Carolyn is looking at a "hold harmless" policy.

Nominating Committee

Colleen reminded the BOT that there are only two people remaining on this committee

Bob mentioned that when recruiting there should be a focus on skills and talents; for example, there is a need for financial expertise at this point.

A skills matrix for the BOT is needed.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Carolyn Signorelli

Secretary

CH Booth Library Board of Trustees