

## DRAFT

C. H. Booth Library Minutes  
Board of Trustees Meeting  
February 10, 2015

**Present:** Bob Geckle, Bill McCarthy, Geraldine Carley ,Tom D'Agostino, Laura Goldstein, Colleen Honan, Raymond Irrera, Walt Motyka, Mark Principi, Michelle Rosenthal, Julie Starkweather, , Brenda McKinley, Carolyn Signorelli

**Absent:** Anne Rothstein, Mike Talluto

### **Guests:**

Meeting called to order at 7:06 p.m. by Bob Geckle, President of the Board

**Consideration of Minutes:** *Tom D'Agastino moved to accept the minutes of the January 13, 2015 regular meeting. The motion was seconded by Geraldine Carley and passed unanimously.*

**Public Participation:** N/A

**President's Announcements:** 1. Letter from Friends of the Library read by Bob Geckle complimenting Library Staff and Brenda's great work transitioning; 2. Annual Report will be made available on website. Beryl and Ann Mastroianni worked on the report; 3. Martha needs to turn letter of resignation into Town Clerk to be technically resigned. **Bob made motion for board to recognize Martha's 10 years of service, Mike seconded, all in favor;** 4. Brenda has prepared a list of employees and anniversary dates - Beryl has hit 25 years; Meg Saverese also. Board will recognize 25 years of service by authorizing Brenda to do gift card or other recognition up to \$250.00 each. Brenda will make suggestions for 5, 10, 15 and 20 years. **Bob Geckle moved to recognize full time employees who attain 25 years that they be recognized with a gift and or tokens. Walt Motyka seconded, all in favor.** Tom suggested that we let the Bee know when the award is presented. Bob is available to attend Staff Meeting and present token of recognition.

### **Treasurer's Report**

Bill McCarthy shared the report and stated that we are on target for the 2014-15 budget. Seven months of fiscal year are done. Income on target. Fundraising a little under-estimate.

Expenses for fundraising at full year budget, but we should get it back through Modeling for Makers and hopefully letter drive will continue to pick up.

We just received 2nd installment from the Friends.

The Turkey Trot account has \$27,000.00. **Bill McCarthy moved to move \$25,000.00 of Turkey Trot funds to operating account, seconded by Walt, passed unanimously.**

## **Library Director Report**

Brenda asked if there are any questions/concerns about the report. Bob wants Board to get preview of new website - Brenda agreed to demonstrate it at the next board meeting. Bob would like Brenda to give an overview to the Board regarding the general results of her meetings with all staff and identified needs and issues. Virtual Vocation project has State oversight by Small Business Development Center and State Library - Brenda met with Economic Development Committee to work on greater cooperation with them to support each other and project - Bob would like a more detailed report regarding the initiative and its benefits. Per Geraldine, David Menzer donated beautiful greeting cards to library gift shop - 4 for \$5.

## **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 was under estimate at \$118,000 and now down to \$108,000. Proposal is to put true divided light windows in front of building; estimated cost: \$89,000.00. Tom will be submitting complete budget to Finance Board with proposal for release of funds.

Custodial Job Listing is for two part time positions to cover more time, including after hours. Add will be placed in the Bee and perhaps Voices this week in the hopes of getting someone local. We need a f/t and p/t, but we don't have the funds in the budget. Bob did ask for an additional \$35,000.00 for next year's budget, but does not know if that will be approved.

### **By-Laws**

No update.

### **Policies and Personnel**

Laura Goldstein thanked Brenda and Lucy for all their work on reviewing policies and formulating a draft Meeting Room Use and Fee policy. Sub-committee proposed draft and recommended Suggestion B. Mike and Tom liked "B." Bob's question re #7 is overbooking an issue - yes. Walt Motyka has a problem with term "fee." All board members need to send comments to committee by March 3rd so it can incorporate suggestions into new draft at next meeting.

The list of policies have been prioritized and assigned to staff to formulate draft amendments.

## **Fund Raising**

Turkey Trot \$24,000.00

Annual Appeal \$45,267 (last year just under \$50,000.00)

Fashion Show forecast: \$15,000.00 net. Invitations will be mailed to approx 750 people and will be advertised in Bee.

Absolute deadline for securing pledges is within next two weeks.

Walt Motyka is creating a master calendar for Library Board. Secretary to submit regular meeting dates and sub-committee chairs to notify Walt when a meeting is scheduled.

**Friends** - Julie has nothing to report.

## **Art/Historical**

Art shows are booked through the spring.

Andy and Kate will be attending snowed out training session for archiving and inventory tracking in March.

Carolyn Signorelli combined existing forms for Art Show agreements. Meetings will be quarterly.

Hank Merowitz photography is on display. March is booked, April is open. SCAN and Flagpole Photography are covering May and June.

## **Nominating Committee**

Colleen Honan and Mark Principi interviewed another potential member - Joan Peterson - who was on the Search Committee for Library Director. She has fundraising expertise, uses the Library and interviewed well. Anne has stepped down as Fundraising Chair.

***Colleen Honan moved to nominate Joan Peterson to become a board member, Geraldine Carley seconded, all in favor.***

**Motion to Adjourn by Walt Motyka, seconded by Mark Principi, all in favor.**

**Meeting adjourned at 8:40 p.m.**

Respectfully submitted,  
Carolyn Signorelli  
Secretary  
CH Booth Library Board of Trustees