

C.H. Booth Library Board Minutes 6/9/2015

Call to Order 7PM

Julie moved to accept the last meeting minutes; Colleen seconded; All in favor.

In Attendance: Bob, Colleen, Joan, Anne, Michelle, Brenda, Julie, Mark, Walt, Michael, Bill, Laura, Tom, Geri

Absent: Ray, Carolyn

President's Report

*Bob gave final update on Modeling for Makers fundraiser; two invoices still outstanding, with a final tally of an estimated \$28, 500.00

*Library Board will not meet in August

Director's Report

*Replacement books are being processed and coming in, with more on the way

*Newtown Reads--estimated 400 books have been distributed, with a reminder that the Pie Contest is coming up as well as Summer Reading Program

*The Friends' funds will be used for raffle prizes for Summer Reading for all ages

*The Virtual Small Business initiative will be kicking off/business appointments will be forthcoming

*The sculpture was picked up by Curtis Packaging

*School groups/tours have been going well

*Garden Club program is coming up for the 50th anniversary of the Town & Country Club

*Website is on hold

*CT Library Statutes are still in place after the budget approval by the legislature

*Bob asked about the 3-D printer program and what next steps will be; Brenda will gather information and respond by next BOT meeting

*Great reviews for the new circulation staff member, Candace Woods

Treasurer's Report

*Bill shared the forecast and actual expenditures in detail

*Technology purchases are up, as were electricity costs

*Friends are looking for guidance on upcoming requests for next year

By-Laws Committee

*Committee will revisit the comments by BOT members @ their next meeting and report back in July

*Charter Revision Committee would like to be able to put the proposed Charter Revisions to a referendum vote in November

Policy and Personnel

*Michael asked the BOT vote to amend the Library Room Policy to include the word "may" in section 3, last line reading "The Library Director and the Board MAY require a certificate of insurance for groups meeting at the library." Approved.

*Child Safety/Behavior Policy was moved by Michael, seconded by Laura, approved.

*Story Hour Policy (now Childrens' Program Policy), Michael moved the adoption, Julie seconded, approved.

Fundraising

*Joan met with the leaders of the Fashion Show for a debriefing, took many notes and gathered information for future use; she proposed centralization of the process to be accessible online.

*Joan also suggested that a June fundraising effort might be considered—eg. an interim appeal for annual giving, especially to those who may not have given yet this year.

Building and Grounds

*Tom reported that the \$300,000 for CIP has been approved

*Committee will be looking at prioritization of projects

* Tom reported that there will be a temperature sensing/computerized program installed--alerts will go out if there is a temperature control issue

*Tom reminded the BOT that any initiative over \$10,000 must go out to bid

*Julie, with Beryl and Brenda scoped out the library grounds and determined there is much work to be done with renovation, replacing, weeding out, etc.

*Julie suggested that a Library Community Garden Group could be initiated as a way for people to get involved with the library and maintain the plantings

Long Range Planning

*Walt reported that the draft of the survey/questionnaire may need to redone based on input from Dawn at the State Library

*A focus group was held at the Middle School

*Going forward reports from other communities will be more inclusive to the group's work

*Need for an execution plan

Friends

*Sale is coming up July 11th and there is need for help with setup as well as the sale days

*Julie reported that a letter went out to all BOT members

*Dinner will be provided for the volunteers; Brenda will let us know what is needed for the event

Art and Historical

Michelle reported that the next meeting will occur before the July BOT meeting

Nominating

*Colleen reported that all members have taken a tour of the library (Joan will get her own personal tour)

*Colleen and Mark shared a matrix that includes BOT members, skill sets, comments, etc.

*Other ideas to be included for the final version were: marketing skills, terms, expiration of terms, political affiliation

*Colleen presented the slate of officers for next term: President: Bob, VP: Michelle, Treasurer, Bill, Secretary, TBA

* Discussion of possible changes to the secretary position in the by-laws took place; also there was further discussion of hiring a clerk, with the possibility of a library staff member filling that need.

New Business

July 14th meeting includes a refreshment break following the BOT meeting; Colleen made note of food and wine contributions; if you would like to add to this please let Colleen know

Meeting adjourned at 8:40

Respectfully submitted,

Geraldine Carley