

**C. H. Booth Library Minutes
Board of Trustees Regular Meeting
July 14, 2015**

These minutes are subject to the approval of the Board of Trustees

The meeting was called to order at 7:33 p.m. by Bob Geckle, President of the Board.

Present: Bob Geckle, Bill McCarthy, Michelle Rosenthal, Carolyn Signorelli, Geraldine Carley, Tom D'Agostino, Laura Goldstein, Walt Motyka, Joan Petersen, Anne Rothstein, Julie Starkweather, Mike Talluto

Absent:, Colleen Honan, Raymond Irrera, Mark Principi

Also in Attendance: Beryl Harrison, Assistant Library Director

Public Participation: N/A

President's Announcements:

Treasurer's Report

Bill McCarthy went over the final Director's Budget and explained variances.

Fundraising favorable variance was due to the Spring Fashion Event which was not originally forecasted in the budget.

Bottom line: \$125,000.00 favorable variance will even out when certain unpaid expenses are met. Ignore last three lines re: Insurance Claims - will be corrected.

Bill would like to proceed with approval of the fee for Studley White Associates' audit and tax filing services.

Bob Geckle moved to approve an amount up to \$8500.00 for Studley White Associates to perform audit and preparation of 990 tax form. Walt Motyka seconded the motion. Discussion followed regarding services covered. Motion approved unanimously.

Library Director Report

Beryl Harrison, Assistant Director provided report. Full presentation of new interactive website will be given at next meeting. Plan is underway to create a moveable space to house Maker space equipment. Virtual Small Business program was not heavily attended, but those that attended have followed up to use the resources.

Will be having more computer classes, including 1 to 1 sessions for seniors.

COMMITTEE REPORTS:

Policies and Personnel

Mike Talluto reported on the progress of the committee. It's gotten through about a third of the policies that needed to be updated.

Committee combined two policies regarding internet and wireless use.. Julie suggested a correction to note that we are discussing library computers as far as limitations on time of use and logging on.

Michael Talluto moved to accept the proposed policy with the amendment proposed by Julie to reference library owned computers in first sentence. Carolyn Signorelli seconded the motion. The motion passed unanimously.

Fundraising/Development Committee

Joan Peterson reported committee reviewed fundraising results - events up, bequests and annual appeal down. Do events impact the appeal? Will meet in August to discuss a game plan that will be presented to Board in September. Bill will reach out to Mike Baudry on Turkey Trot planning. Bob suggests that Paul Wilson and Jen Reilly be included in planning for Turkey Trot. Each committee member will have a specific role, as well as trustee members.

Anne reported on plan to pass out Save the Dates at Labor Day Parade. Sponsorship requests should go out early. Joan talked about the importance of having a division of labor that is sustainable. A discussion was had about the role of the non- trustee community members in running the Turkey Trot.

Bob Geckle moved to authorize the Fund Raising committee to create a sub-committee to include community members with expertise in running the Turkey Trot. Anne seconded the motion. The motion passed unanimously.

Building and Grounds

Leaks are being fixed and system will be tested. Pipe that was dumping into third floor sink will be moved outside. MJ Daly will perform a full test once that is done.

Tom D'Agostino moved to proceed with MJDaly to perform the work. Julie Starkweather seconded. Unanimously approved.

This project will be paid through the CIP.

The window project will be put to bid because will cost over \$10,000.00.

HVAC investigation: Fan coil unit strainers in fire suppression system were completely clogged! In September they will be cleaned. Tom is proposing a back filter system for \$7,000.00 to clean water before it comes into building - preventing the build-up we're

experiencing and keep the new strainers being placed inside the fan coils from getting clogged again.

Tom will draft letter to Bob Tait for release of the CIP funds for HVAC project.

Long Range Planning:

Walt Motyka suggested that draft of survey questions be sent to Board. Once they get questionnaire out and responses back, committee will be able to create questions for focus groups. Walt's wife is working on strategic plan.

Bob reminds committee that deadline for presenting strategic plan is April of 2016.

Friends - Julie Motyka reported that tomorrow is free day at the Book Sale from 9 to 12. Successful sale. Collectibles did very well - \$7,000.00 first day. 10% ahead of last year. Library's funding request for next year was approved by Friends.

By-Laws

Bob reported that by-law committee met to discuss comments from Board and incorporated changes into new draft which was forwarded to entire Board. Language was amended to be consistent with FOIA.

Bob pointed out issues that need to be considered by the Board members prior to the next meeting so that they can be prepared for discussion and resolution.

2.5, 2.8, 5.4, 5.8, 7.5 (read Brenda's notes re relationship between Friends and Library), 7.6, 7.7, 7.8 re 75% vote; 7.9 discussed with Bob Tait. - Town appointed trustees covered by insurance / indemnification. Bob Tait checking on non-town appointees but indicated that there is little risk. (6.4: need more research re what Executive Committee can do in an emergency consistent with FOIA; per Michelle - emergency meetings can be held without notice -minutes must be taken and posted within 72 hours)

Fundraising Committee plans to draft more specific language for its committee - Joan will send to Carolyn who will send to by-laws committee for its consideration during its next meeting.

New Business: Bob Geckle moved to cancel August meeting. Julie Starkweather seconded the motion. The motion passed unanimously.

Carolyn will notify Town Clerk that next meeting cancelled.

Motion to Adjourn Julie Starkweather. Joan Peterson seconded the motion. The meeting adjourned at 9:06 p.m.

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