

C. H. Booth Library Minutes
Board of Trustees Meeting
May 12, 2015

Present: Bob Geckle, Bill McCarthy, Geraldine Carley, Tom D'Agostino, Laura Goldstein, Colleen Honan, Raymond Irrera, Walt Motyka, Joan Petersen, Anne Rothstein, Carolyn Signorelli, Mike Talluto, Brenda McKinley

Absent: Michelle Rosenthal, Mark Principi, Julie Starkweather

Also in Attendance: Jen Reilly

Meeting called to order at 7:08 p.m. by Bob Geckle, President of the Board.

Consideration of Minutes: Colleen Honan moved to accept the minutes of the March, 2015 regular meeting. The motion was seconded by Geraldine Carley and passed unanimously.

Public Participation: N/A

President's Announcements: Modeling for Makers estimate of final profit: \$28,439.18.

Treasurer's Report

Bill McCarthy explained variances in the budget.

Fundraising revenue exceeds estimates by approximately \$9,000.00.

At June meeting Board should consider plan for excess, either reserves or carry forward. Brenda will provide a projection regarding how the excess could potentially be used.

Library received third installment from Friends; line item for Director's Reserve being used for Newtown Reads.

Brenda indicated that the insurance company approved labor portion of claim; book orders are being processed at this point.

Library Director Report

Brenda McKinley reported that Newtown Reads has kicked off. April's Battle of the Books was a big success. Brenda thanked Bob for pushing on securing insurance approval - now she can move on getting books on shelves.

Bob pointed out that there will be a staff opening to replace someone who is moving. Brenda will let Board know when she has a candidate.

On June 23rd there will be an open house regarding the Virtual Small Business program.

COMMITTEE REPORTS:

By-Laws

Bob reported that Jen was instrumental in helping to come up with an amended draft of our By-Laws. Jen went through proposed changes and matters requiring further consideration with the Board. Bob requested that Board members read the entire document and provide comments to Carolyn for compilation and distribution to the entire Board.

Policies and Personnel

Mike Talluto reported that the committee met last week: The Children's Program Policy and Child Safety /Behavioral policies were discussed but not finalized. .

Meeting and Board Room Usage Policy: Although amendments were recently approved, the Board may need to reconsider requiring all groups to provide Certificate of Insurance. Other libraries don't require every group to provide proof of insurance and Brenda is currently researching the policies of and criteria employed by several other libraries.

Long Range Planning:

Walt Motyka reported that the committee wants to focus on how to reach people that do not use the library. Questionnaire to assess community needs/wants will be distributed by end of month. Per Brenda obtaining the pulse of the community is important to align the Library's mission and goals. A focus group with school will be on June 1, 2015 and the goal is to have all focus groups done by June 30th. Once data gathered and analyzed, formulating future mission and goals.

Board can help recruit focus group participants once we know the dates for groups.

Fundraising/Development Committee

Joan Peterson reported committee is working on Mission Statement. Plans for summer meeting schedule and getting started with Turkey Trot are underway. Looking at data from results of past fundraising efforts to identify most successful efforts. Also working on Operating Plan/Calendar for coming year.

Building and Grounds

Tom D'Agostino reported that CIP request to release funds will probably go to John Kortze, Chair of Board of Finance, by end of the week. Work on HVAC, security upgrades, window replacement and roof, brick and mortar repairs. Need to go out to bid for windows.

Brenda asked about \$ for technology/server replacement - money is in 17/18 CIP.

Bill asked Brenda about planning for technology needs - Brenda agrees that needs assessment to be done for 2019 to the extent that we can predict. Technology plan should accompany strategic plan.

Friends - Colleen pointed out they will need volunteers to help with Book Sale. July 11th thru July 15th. Brenda indicated staff will be organizing dinner for Friends. Bob will send Julie email requesting details regarding volunteer needs.

Art/Historical - Brenda: archiving has begun.

Nominating Committee

Colleen Honan reported that slate will be presented at next meeting. Need Secretary for next year. Board could hire a clerk to take the minutes. Bob asked Carole Ross if anyone was available - so far no one can do this night. Perhaps a member of library staff could clerk. Joan pointed out that the job could rotate among members. Colleen still working on putting together orientation tour for new Trustees. Open Republican spot for Martha Robilotti's spot. RTC interviewing individual with financial background soon.

Motion to Adjourn made by Colleen Honan, seconded by Geraldine Carley, and unanimously approved.

Meeting adjourned at 9:13 p.m.

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