

**The Cyrenius H. Booth Library Minutes
Board of Trustees Meeting
February 9, 2016**

Present: Robert Geckle, Michelle Rosenthal, William McCarthy, Donna Rahtelli, Laura Goldstein, Julie Starkweather, Michael Talluto, Tom D'Agostino, Mark Principi, Matt Mihalcik, Brenda McKinley

Absent: Walter Motyka, Colleen Honan, Raymond Irrera, Anne Rothstein, Geraldine Carley,

Meeting called to order at 7:10PM by Robert Geckle

Consideration of Minutes: Julie motioned to accept the January 12, 2016 minutes. Michelle seconded the motion. All approved. Motion passed.

Public Participation – None

President's Announcements - Bob announced that Matt has accepted the position of chairman of the development committee.

Treasurer's Report – With regards to fundraising, the annual fund is slowing down. Matching grants from corporations are coming into the library. A discussion entailed about expenses. There are currently 9 full time staff members; part timers range from 6 to 20 hours per week with the median at 12. The payroll finds more employees in the summer months. Discussion ensued about the Turkey trot, we would like to set the bar higher. It was discussed previously about another fundraiser in the Spring, but we need to be careful about tapping the same people and many local fundraisers are also in the Spring as well.

Report of the Library Director: Brenda spoke of strategic planning process with the meetings and focus groups for January. The Downton Abbey Tea was very successful with about 75 attendees. The business brown bag lunch has taken off with about a dozen people in attendance. Brenda indicated that we currently serve about 2/3 of the people in the town, with 11,000 visiting last year. We are closing in on the flood recovery , budget approved by the Board of Selectman as is. The annual report is printed and placed for public to take if interested.

Committee Reports:

Governance: met for the first time and in process of forming a committee for bylaws. At the next meeting there will be more information to share regarding circulation and social media. Discussion followed about the make a space program and what is allowed to be made. All must be approved by the staff.

Development: Matt reported that the race director for the turkey trot is not returning and the search is on for a new one. The registration process needs to be tweaked. As far as fundraising is concerned; looking to obtain all sponsors by the end of March. It is hoped that registration will open as soon as possible and a sellout is anticipated. Since there is no Spring fundraiser, we will be turning our focus to those who supported the fashion show as sponsors. The committee is looking to revamp the website with a possible intern from Westconn or a high school student at the helm. It is proposed that a discount will be given to those who sign up early. Discussion continued about other possible fundraisers.

Long Range Planning: First meeting was January 26th with many people from town as explained by the consultant. Focus groups found 55 participants who were very active and productive. The online survey had 750 responses with a goal of 1,000. The survey closes in one week with a push to complete. The working group will work with the planning committee to come up with action plans based on surveys. The next town group meets February 23rd. The consultant will provide all summary data. 3 payments will be paid to consultant.

Building and Grounds Committee: A number of water coolers to replace. There has been a complaint about hot water especially in the kitchen area. The children's room heat situation has been resolved. \$40-50,000 is cost for new windows but not necessary. The lighting update would come in around \$1700.

Art and Historical – No report

Friends of the Library Liaison – No report

A motion was made to adjourn by Julie Starkweather, Donna Rahtelli seconded. The motion was passed unanimously.

Meeting adjourned at 8:32P.M.

Respectfully submitted,
Donna Rahtelli
Secretary
C.H. Booth Library Board of Trustees