

The Cyrenius H. Booth Library Minutes
Board of Trustees Meeting
November 10, 2016

Present: Robert Geckle, William McCarthy Michelle Rosenthal, Donna Rahtelli, Julie Starkweather, Walter Motyka, Colleen Honan, Matt Mihalcek, Tom D'Agostino, Christene Freedman, Brenda McKinley, Anne Rothstein, Amy Dent, Laura Goldstein, Ray Irrera

Absent: Mark Principi, Walter Motyka

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

Consideration of Minutes: Christene Freedman motioned to accept the October 13, 2016 minutes. Tom D'Agostino seconded the motion. All approved. Motion passed.

Public Participation: None

President's Announcements: Paula Stephan (past board member) sent a letter about Brenda McKinley's departure and thanking her for her great service. The search for a new library director is underway. The search committee is Robert, Mark, Colleen and Laura from the board and Candice and Andy from the library and Michael Talluto and Juli Panko as community representatives. After the election, the Charter was approved. There will now be 4 year terms for trustees with 16 members. 50% selected by the Board of Selectman and 50% by the Board.

Treasurer's Report: William McCarthy reported that all the financial statements are in order for 2015-2016. A meeting in person with Don Studley (auditor) and by telephone with Hawley and Knott Family Fund Managers was conducted to discuss the 2015-2016 audit and fund investment performance. Tom D'Agostino motioned to officially request the 2nd installment from the Friends. Christene Freedman seconded the motion. All approved. Motion passed.

Report of the Library Director: Brenda McKinley reported on the staff surveys to determine basic satisfaction. The survey is being done as part of strategic planning baseline data collection. The Excite Innovation workshops were attended by 5 staff members. The library is one of 8 participating libraries in a statewide pilot program. The Jane Austin tea is scheduled for Sunday.

Committee Reports:

Governance – Colleen Honan reported that Scott Mialdi declined the appointment to the board due to job obligations. The Employee handbook is next on the agenda and will be a work in progress.

Development – Matt Mihalcek reported that 10 lawn signs are up around town advertising the upcoming Turkey Trot. Currently there are 857 runners. There will be music at the finish line. Two service dogs have been approved. Gift cards will be given randomly as well as by purchasing a chance to win. The runner must finish race in order to win.

Finance – See Treasurer’s report.

Long Range Planning – Proposals were received from three marketing agencies. Alex Isley was the one chosen to work with the library on the identity and communication program. Amy Dent motioned to accept Alex Isley to develop a marketing plan for the library. Julie Starkweather seconded. All approved. Motion passed. Robert Geckle motioned to accept Robert Orr Associates for space planning. Julie Starkweather seconded the motion. All approved. Motion passed.

Building and Grounds Committee – The lock sets are almost complete. A compressor needs replacement. The patio space is being used daily.

Art and History – In August, the traveling archivists did inventory with many ideas and recommendations. This group will now meet bimonthly. A rug will be auctioned off on November 11th. The two large desks were transferred to the town. The next order of business is to work on policy for management of collection.

Friends of the Library Liaison – The boutique is scheduled for December 3 and 4 in the Meeting Room. New and used items can be purchased this weekend.

Old Business: None

New Business: None

Julie Starkweather motioned to adjourn the meeting. Ray Irrera seconded the motion. Meeting adjourned at 8:35PM

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