

MINUTES
BILL MEMORIAL LIBRARY
QUARTERLY MEETING OF THE BOARD OF TRUSTEES

January 30, 2015

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The meeting was called to order at 5:05 p.m. by Secretary Janet Downs. Trustees present were Downs, Frucht, Giuliani, Massett, McBride, Oefinger, Shafner, Tarbox and Zuliani. Trustees absent were Hedrick, Neild, Popp and Otterness. Also present was Library Director Wendy Connal.

I. SECRETARY'S REPORT

Minutes of the October 31, 2014 quarterly meeting were approved unanimously. Ms. Downs reported that a note of thanks has been sent to Stonington Free Library Director Margaret Victoria for her assistance in hiring the new director.

II. TREASURER'S REPORT

Finance Committee member Rob Zuliani distributed the Cash Budget Report (attached) for the first half of the fiscal year and reviewed various line items. Income for the period exceeds the projection by \$6,251. The overage in personnel expenses should resolve itself at the end of the fiscal year. The director has resolved the issue that caused the overage in Telephone & Internet Services and has made progress in reducing the overage in the Books line item. The overage in Outside Contractors may require a transfer from Contingency later in the year. Mr. Zuliani also reviewed annual programs and the cash in various accounts which totaled \$88,454 as of December 31, 2014.

Mr. McBride left at this point in the meeting. Mr. Oefinger arrived at this point.

The trustees discussed the purpose of the Book Endowment Fund and possible uses for this money. Ms. Downs reported that she has researched the minutes and finds no statement on the purpose of the funds, nor any restrictions on their use. Mr. Oefinger suggested that the Finance Committee look into rules for the use of the Book Endowment Fund and the Capital Fund.

Mr. Oefinger feels strongly that petty cash income and expenses should be assigned to the appropriate accounts.

Mr. Zuliani reported on an issue with Quick Books that has been resolved, but that demonstrates the need for further training in the program for himself and Director Connal.

Ms. Giuliani left at this point in the meeting.

III. COMMITTEE REPORTS

1. Finance Committee

No committee meeting was held, and in the absence of Chair Ken McBride, no report was given, but was provided later and is attached. Mr. Zuliani noted that the portfolio value is up by \$66,000 for the quarter, even after the drawdown for operational expenses.

2. Library Committee

Chair Janet Downs reported on the meeting held on January 22, 2015. (Report is attached.)

The Director distributed the revised Circulation Policy that was adopted at the meeting (attached).

Inclusion of trustee names on the library web site and creation of a trustee email address were discussed.

A motion to include trustee names on the web site without addresses, phone numbers or emails was made by Ms. Frucht, seconded by Ms. Massett, and so voted unanimously.

Ms. Connal also presented a template for letterhead that would include trustee names.

Discussion ensued as to the desirability of posting board agendas and minutes on the web site.

A motion to post minutes only without reports was made by Ms. Frucht, seconded by Ms. Massett, and so voted unanimously.

Director Connal has been researching the library's art collection and distributed an inventory (attached) with values assigned by an appraisal done quite a few years ago. The wisdom of publicizing the collection was discussed. It was decided that Ms. Connal should contact the insurance company as to how to proceed to obtain coverage for the collection, should it prove to be affordable.

Ms. Connal will also look into obtaining funding for a locking display case that could be used for rotating exhibits from the library's collection of artifacts or from collections on loan to the library.

3. Building & Grounds Committee

In the absence of Chair Ken McBride, no report was given, but was provided later and is attached.

4. Nominating Committee: No report.

5. Fund-raising Committee

Chair Barbara Frucht spoke about the Jazz and Chocolate event coming up on February 8; the event will be sponsored by the McBride family. Ms. Frucht reported that \$14,500 has been collected as a result of this year's annual appeal.

Ms. Tarbox left at this point in the meeting.

IV. LIBRARY DIRECTOR'S REPORT

Director Wendy Connal distributed the Director's Report (attached) and updated the trustees on current items, programs, and upcoming events.

V. OLD BUSINESS

1. Ratification of appointment of Wendy Connal-Nicolaou as Library Director

A motion was made by Mr. Oefinger, seconded by Ms. Massett to ratify the appointment of Wendy Connal-Nicolaou as Library Director effective October 14, 2014. The vote was unanimously in favor.

VI. NEW BUSINESS

Items for discussion--the inclusion of trustee names on the library web site and publicity for the art collection--were discussed under the report of the Library Committee.

Mr. Zuliani noted that he will deal with the removal of the temporary Excellence in Public Library Service Award sign which must be removed by February 15. Ms. Connal will look into having the library hours corrected on the permanent sign. She will also investigate whether the Excellence in Public Library Service Award language can be incorporated into the permanent sign.

VII. ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Janet Downs, Secretary