

**MINUTES**  
**BILL MEMORIAL LIBRARY**  
**QUARTERLY MEETING OF THE BOARD OF TRUSTEES**

April 29, 2016

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The meeting was called to order at 5:05 p.m. by President Barbara Frucht. Trustees present were Downs, Frucht, Giulini, Harkins, Massett, McBride, McElroy, Oefinger, Otterness, Tarbox and Zuliani. Trustees absent were Byles, Doran and Popp. Also present was Library Director Wendy Connal.

A motion to suspend the rules to vote on the election of new trustees at this point in the meeting was made by Ms. Tarbox, seconded by Mr. Zuliani and so voted unanimously.

A motion to elect Lea Doran, Christy McElroy and Katheen Harkins to the board was made by Ms. Downs, seconded by Mr. Zuliani and so voted unanimously.

New trustees Christy McElroy and Kathleen Harkins joined the meeting at this point.

**I. SECRETARY'S REPORT**

The minutes of the January 29, 2016 quarterly meeting were approved unanimously.

**II. TREASURER'S REPORT**

Treasurer Rob Zuliani distributed the Cash Budget Report for the nine-month period ending on March 31, 2016 (attached). He reviewed line items including Grants received, Transfers from fundraising, Donations, Payroll, Repairs to windows, Contingency, Capital improvements, Fundraising director, Fundraising expense, Non-library expenses and Grant programs. Mr. Zuliani reported that for the nine-month period, expenditures were \$1,525 less than anticipated. The Treasurer also reviewed balances in the Chelsea Groton accounts and the Community Foundation account.

The Treasurer's report was accepted by unanimous vote of the trustees.

Mr. Zuliani reported that the library's budget request to the Town for \$25,000 has been approved by the Town Council and the RTM committee and will be considered by the full RTM on May 9, 2016.

**III. LIBRARY DIRECTOR'S REPORT**

Director Wendy Connal distributed the Director's report (attached) as well as flyers for the "Spring Swing" scheduled for May 21. She reviewed the report, including grants, programming/events, miscellaneous and petty cash. Ms. Connal called the trustees' attention to statistics included in the report and to a mock-up of plaques for window donors.

Trustees discussed the submarine that the City is donating to the library in association with the "Groton Sub Trail" event.

Ms. Massett thanked the director and her staff for the success of the library's programs and the increased participation in those programs. These factors contributed to a convincing budget presentation to the Town Council and RTM committee.

**IV. COMMITTEE REPORTS**

**1. Finance Committee**

Chair Ken McBride distributed the Investment Summary from Morgan Stanley (attached) and reviewed the report, noting that the portfolio balance is up \$144,000 since December 31, 2015. He added that the present financial managers started ten years ago, and that the current portfolio balance is within \$100,000 of its beginning balance after providing income to fund the library's needs for ten years.

Mr. McBride reviewed the library's philosophy of budgeting and investing, adding that eighty to eighty-five percent of the library's financial needs are met by income from the portfolio and that the committee hopes to reach one hundred percent.

Mr. McBride reported that the committee met on April 28, at which time it voted to change one portfolio manager. The committee hopes to narrow the gap between income and expenses. He added that the financial managers are confident that the present investment strategy will continue to be successful in the future.

**2. Building & Grounds Committee**

Chair Ken McBride distributed the committee report (attached) and reviewed items including roof replacement, tree removal, repairs to lawn and benches, failure of a heating mat, the continuing bat problem, and disposal of the shed. He added that insurance should cover the repairs to interior water damage.

Trustees discussed the possibility of a more permanent covering for the handicapped ramp.

### 3. Library Committee

Chair Janet Downs reported on the meeting held on March 31, the minutes of which are attached. The committee presented Director Wendy Connal with her annual review which will be provided to trustees upon request. Ms. Downs described the Director's performance as "superlative." The trustees expressed their appreciation to Ms. Connal with a round of applause.

Other items discussed by the committee were the 2016-2017 library budget as proposed by the Director and items included in the Director's report earlier in this meeting.

### 4. Nominating Committee

#### a. Re-election of current trustees

A motion to re-elect trustees Downs, Otterness and Tarbox for an additional three-year term was made by Ms. Tarbox, seconded by Mr. Oefinger and so voted unanimously.

#### b. Election of new trustees

This item was moved to the beginning of the meeting.

### 5. Fund-raising Committee

Chair Jackie Massett reported on the meeting held on April 1, the minutes of which are attached. Discussion centered on plans for the "Spring Swing" to be held on May 21.

The trustees discussed providing either baskets or gift certificates as door prizes for the event.

## **V. OLD BUSINESS**

### 1. Possible land exchange with the Town

Mr. McBride feels that the board needs to take action on this item. The two properties are the front lawn of Groton Heights School, owned by the Town, and the playground lot to the north of the school, owned by the library.

Mr. Oefinger feels that the Town will probably sell the school.

The relative values of the properties were discussed. Mr. McBride noted that it is unlikely that the library will be able to develop the playground lot and that the Town-owned lot may be more useful.

This item will be put on the agenda for the annual budget meeting in June.

### 2. Long-range planning

It was decided that each committee should appoint a representative to a Long-Range Planning Committee, as was discussed at a previous meeting.

### 3. Rental fees

Ms. Frucht reminded the trustees that this item needs to be discussed at a future meeting.

## **VI. NEW BUSINESS: None.**

## **VII. ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Janet Downs, Secretary