

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

July 29, 2016

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The meeting was called to order at 5:08 p.m. by President Barbara Frucht. Trustees present were Doran, Downs, Frucht, Massett, McElroy, Oefinger, Tarbox and Zuliani. Trustees absent were Byles, Giulini, Harkins, McBride and Otterness. Also present was Library Director Wendy Connal.

**I. SECRETARY'S REPORT**

Minutes of the April 29, 2016 quarterly meeting and the June 24, 2016 annual budget meeting were approved unanimously.

**II. TREASURER'S REPORT**

Treasurer Rob Zuliani distributed the Cash Budget Report for the fiscal year ending June 30, 2016 (attached) and reviewed line items under Cash Received, including roof repair, tree and brush removal, computer equipment, Adopt-a-Window donations, grants and cash balance carryover. Expenses reviewed were payroll, computer replacement, heating oil, window repair, capital improvements, fundraising director, fundraising expense, non-library expenses and grant programs. Income exceeds expenses by \$4,497 for the year.

Trustees discussed expenditures that are approved separately from the budget. Mr. Oefinger suggested that as expenditures are approved, they should be added to the budget bottom line for the sake of accuracy.

Mr. Oefinger also noted that in the future salaries should be credited to the fiscal year in which the work was actually performed for split pay periods. This item will be discussed by the Finance Committee.

There was agreement that the board needs to think about fundraising opportunities for the future.

Mr. Oefinger described the Neighborhood Assistance Act and noted that the library may want to consider applying to fund replacement of the furnace.

Mr. Zuliani reviewed cash balances in the various accounts.

The treasurer's report was accepted unanimously.

**III. LIBRARY DIRECTOR'S REPORT**

Director Wendy Connal distributed and reviewed the Director's Report (attached).

There was discussion of the proposed merit-based pay increases for staff, and it was decided that the Library Committee should discuss this item further before a final decision is made. If the merit increase is implemented, it should probably be included in the library's personnel policy.

Trustees discussed how the new SIRSI contract will affect the library, and whether there is any flexibility in the contract to allow for the fact that the BML is a smaller library with simpler needs. Ms. Connal will check into this item and update the board.

**IV. COMMITTEE REPORTS**

1. Finance Committee

Committee member Mark Oefinger reported that he and Mr. Zuliani held a phone conference with Tom Forma and Kevin Nichols of Morgan Stanley. This has been a profitable year for the library, and the investment strategy continues to work well to cover a significant portion of the budget. Mr. Oefinger reviewed the investment strategy and praised Chair Ken McBride and financial managers Tom Forma and Kevin Nichols for their leadership and sound financial management. Mr. Oefinger distributed the Fiscal Year Ending 6/30/16 Endowment Report from Morgan Stanley which is available at the library. (The Investment Summary Time Weighted Returns report is attached to these minutes.)

2. Library Committee

Chair Janet Downs reported on the meeting held on July 21, 2016. (Minutes are attached.) Discussed were items on the Director's report with emphasis on the implementation of merit-based pay increases for staff.

3. Building & Grounds Committee - no report.

4. Nominating Committee - no report.

5. Fund-raising Committee

No meeting was held, but it was noted that the spring fundraiser netted a maximum of \$300-350. Chair Jackie Massett will schedule a committee meeting to discuss how to proceed in the future.

6. Strategic Planning Committee

Chair Jackie Massett explained that a meeting will be held after the summer, due to the difficulty of getting people together during the summer months.

**V. OLD BUSINESS**

1. Land swap

Mr. Oefinger reported that he has spoken with the Town Council about the proposed swap and that they are receptive to the offer. He feels that the Council will probably want to retain a small strip of land immediately adjacent to the school building as well as pedestrian access from the building to Monument Street. He added that it probably does not make sense to pursue this issue until the building is marketed for sale. The Planning Department will be looking at the property configuration in preparation for finding a developer.

2. Civil War Diary investigation

Ms. Connal reported that she has spoken with Detective Grimm from the City Police who informed her that interviews are being conducted and the investigation is ongoing.

**VI. NEW BUSINESS**

1. Fireworks parking

Mr. Oefinger explained that a Town Police officer mistakenly gave permission for the Police Explorers group to park cars on the library's "playground lot." He was unaware that the property was not owned by the Town and has apologized for the mistake. Mr. Oefinger added that he is hopeful that Groton Heights will have a new owner by this time next year.

The trustees discussed possible opportunities for making money from the fireworks.

**VII. ADJOURNMENT**

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

Respectfully submitted,

Janet Downs, Secretary