

MINUTES
BILL MEMORIAL LIBRARY
QUARTERLY MEETING OF THE BOARD OF TRUSTEES

October 28, 2016

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The meeting was called to order at 5:00 p.m. by President Barbara Frucht. Trustees present were Doran, Downs, Frucht, Giuliani, Harkins, Massett, McElroy, Tarbox and Zuliani. Trustees absent were Byles, McBride, Oefinger and Otterness. Also present was Library Director Wendy Connal.

I. SECRETARY'S REPORT

Minutes of the July 29, 2016 quarterly meeting were approved unanimously.

II. TREASURER'S REPORT

Treasurer Rob Zuliani reminded the trustees that the budget as adopted at the annual budget meeting in June was never distributed. He provided a report to be attached to those minutes that accurately reflects the 2016-2017 budget as adopted.

Mr. Zuliani distributed the Cash Budget Report for the three month period ending September 30, 2016 (attached), noting a net budget decrease of \$1,427 for the period. He reported that expenditures are on target and reviewed additional financial information, including account balances.

III. LIBRARY DIRECTOR'S REPORT

Director Wendy Connal distributed the director's report (attached). She reported that there are still problems with SIRSI reports and noted that changing to the LION circulation system may be something the board should consider. The change would involve an initial outlay of \$12,000, but would be about \$1,000 per year less than SIRSI. In addition, training and IT support would be included in monthly fees; these items are not included with SIRSI. After some discussion, it was decided that Ms. Connal should look into paying for additional SIRSI training for staff to solve the problems with the reports. If necessary, Mr. Oefinger's help will be enlisted to encourage more cooperation and assistance from Groton Public Library. If the problems cannot be solved, the board may revisit the issue of switching circulation systems.

The cost of unemployment payments to an employee who recently left the library was discussed, as was the cost of health insurance for that employee's replacement.

There was consensus to use funds donated in memory of Kathleen McBride to purchase books as described in the director's report.

Ms. McElroy reported that there is a group of enthusiastic teens interested in starting a "Junior Friends" group. They would take over the "haunted library" Halloween event and contribute their efforts to other programs.

Trustee Kathleen Harkins arrived at 5:40 p.m. during discussion of the director's report.

IV. COMMITTEE REPORTS

1. Finance Committee

Committee member Rob Zuliani reported that the committee met with Tom Forma and Kevin Nichols on October 26. He distributed three pages from the larger Morgan Stanley report (attached); he spoke about the library's investment philosophy and reviewed portfolio allocations and performance. The portfolio performance was outstanding last year, and although the value is down two percent for the three-month period ending on September 30, both advisors and committee feel that no changes to the investments are necessary at this time.

2. Library Committee

Chair Janet Downs reported that the committee met on October 19 to discuss items included in the director's report presented earlier in this meeting. (A brief committee report is attached.)

3. Building & Grounds Committee

Ms. Connal reported that the roof in the children's room leaked in the recent rainstorm and there was some flooding in the staff area, probably from the gutters and downspouts. Mr. McBride will be informed of these problems.

4. Nominating Committee: No report.

5. Fund-raising Committee

Chair Jackie Massett noted that the committee will meet in the near future to discuss fundraising ideas for next year. The trustees discussed the Spring Fling which took place in May.

6. Long-range Planning Committee

Chair Jackie Massett noted that a meeting will be scheduled in the near future.

V. OLD BUSINESS

1. Use of library for weddings--policy and fees

This item will be discussed by the Long-range Planning Committee.

VI. NEW BUSINESS

1. Additional SIRSI charge

A motion to spend an additional \$1,500 for upgrades to SIRSI (if a decision is made to retain the current circulation system) was made by Ms. Tarbox, seconded by Ms. Massett and so voted unanimously.

2. Health insurance for new employee

This item was discussed under the director's report. (Refer to the Personnel Policy for information.)

Ms. Connal reviewed the current staff which includes Mary Jane Carle, Kate Bengtson, Sue Bergman and Diane Beaulieu (starting November 1). In addition, Marsha Dietrich and Tristan Evarts fill in as necessary. Tristan is also scanning the Civil War diary as part of an internship.

President Barbara Frucht appointed Trustee Christy McElroy to the Fundraising Committee.

VII. ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Janet Downs, Secretary