

Bentley Memorial Library Board
Regular Meeting
Tuesday, December 11, 2018
206 Bolton Center Road, Bolton, CT.

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Town Clerk of Bolton

1. Call to Order:

Ms. Hryn called the regular meeting to order at 4:05p.m.

2. Attendance:

Present at the regular meeting were Chair Rebecca Holliman and board members Claire Fazzina, Kelly Goldsnider, Loni Hryn, Dot Neil, Brook Nowak, Polly Silva and Library Director Liz Thornton.

3. Approve minutes of the Regular Meeting October 16, 2018:

Minutes of the Regular Meeting held October 16, 2018: A motion was made by Ms. Fazzina, seconded by Ms. Hryn to approve the minutes as presented. The motion passed unanimously.

4. Correspondence:

Monetary donations were received from Sam & Joan Teller and Bolton Senior Center.

5. Review Library Statistical Report:

Ms. Thornton distributed and reviewed October & November 2018 Statistical Reports with board members. Ms. Thornton reported: Circulation statistics are consistent, pointing out a steady increase in downloadable books.

6. Library Budget Update:

Ms. Thornton distributed and reviewed Library Summary with Salary Expenses as of December 6, 2018.

7. Director's Report:

- Upcoming Children's Storytime: Thursdays 1/24&1/31/19 at 11am.
- Upcoming Adult Book Discussions:
Pillars of the Earth by Ken Follett 2/7/18 at 7pm.
The Book Thief by Marcus Zusak 3/7/19 at 7pm.
Dune by Frank Herbert 4/4/19 at 7pm.
Americanah by Chimamanda Ngozi Adichie 5/2/19 at 7pm.
- Online library card application now available, patron is able to fill out form online and complete registration at the library.
- Additional library passes available: American Clock & Watch Museum, The Eric Carle Museum of Picture Book and Harriet Beecher Stowe Center.
- The Bentley Memorial Library Christmas tree won the blue ribbon for table top tree at Bolton Congregational Church Festival of Trees. The library was awarded \$300 for the prize. Thank you Ms. Fazzina and Ms. Goldsnider.
- OSHA inspected the library today.
- Fire extinguishers were checked.

- Thank you Ms. Stille for inviting Ms. Thornton to CVC interview.
- Ms. Thornton attended CCM Cyber Security Conference and CCM Annual Meeting.
- Annual Report for the state was completed.
- Ms. Thornton is working on Annual Report for the Town of Bolton.
- Capital Plan submitted, no capital items were requested. The library budget is due the end of the month. In the future library budget, there will be a separate line for library programs.
- Ms. Thornton reported Bibliomation, Inc. hired its own courier for CCar. At this time, the library is good with the three times a week pick up and does not feel its own courier is needed.
- A new chat service will be available in January from Bibliomation, Inc.
- Ms. Thornton asked to participate in a harmonica demonstration project available through a grant The State Library received from the Hartford Foundation for Public Giving.
- Per Ms. Stille's request, Ms. Thornton wrote a letter to Connecticut Department of Energy and Environmental Protection, Bureau of Outdoor Recreation State Parks & Public Outreach Division in support of the Connecticut Recreation Trail Grant.
- Association of Connecticut Library Boards Fall Newsletter was shared with board members.
- Ms. Thornton is researching free Narcan trainings, which will be discussed at Eastern CT Library Round Table Meeting on January 16, 2019. Ms. Thornton met with Robert Miller, Eastern Connecticut Health District Director.
- Ms. Thornton is looking into book donation options.
- Final two rows of shelving were ordered to complete the replacement shelving project.

8. Old Business:

None

9. New Business:

Bentley Memorial Library Circulation Policy: A motion was made by Ms. Holliman, seconded by Ms. Neil to approve the library circulation policy. The library circulation policy will be posted for patrons. The motion passed unanimously.

10. Adjournment:

A motion was made by Ms. Goldsnider, seconded by Ms. Neil to adjourn the meeting at 5:10pm. The motion passed unanimously.

The next meeting is January 8, 2019 at 4:00pm.

Respectfully Submitted,

Kelly Goldsnider
Bentley Memorial Library Board Secretary

Please refer to minutes of subsequent meeting for any addition or correction to these minutes.

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Town Clerk of Bolton

**Notice of Actions
Bentley Memorial Library Board
Regular Meeting December 11, 2018**

At a Regular Meeting of the Bentley Memorial Library Board held on December 11, 2018 at 4:00 PM at Bentley Memorial Library, Bolton, CT, the following actions were taken:

1. Minutes of the Regular Meeting held October 16, 2018: A motion was made by Ms. Fazzina, seconded by Ms. Hryn to approve the minutes as presented. The motion passed unanimously.
2. Library Circulation Policy: A motion was made by Ms. Neil, seconded by Ms. Holliman to approve the library circulation policy as presented. This policy will be posted for patrons. The motion passed unanimously.
3. Adjournment. A motion was made by Ms. Goldsnider, seconded by Ms. Neil to adjourn the meeting at 5:10 PM. The motion passed unanimously.

Dated 4th day of January.