

**Bentley Memorial Library Board
Regular Meeting
Tuesday, January 9, 2018
206 Bolton Center Road, Bolton, CT.**

1. Call to Order:

Ms. Holliman 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, Polly Silva and Library Director Liz Thornton. Absent with notice: Brook Nowak.

3. Approve minutes of the Regular Meeting December 12, 2017:

Minutes of the Regular Meeting held December 12, 2017: A motion was made by Ms. Holliman, seconded by Ms. Fazzina to approve the minutes as presented. The motion passed unanimously.

4. Correspondence:

None

5. Review Library Statistical Report:

Ms. Thornton distributed and reviewed December 2017 Statistical Report with board members. Ms. Thornton reported: an increase in program attendance from last year, donation and fine money increased and collection size decreased. Ms. Thornton is pleased with the progress.

6. Library Budget Update:

Ms. Thornton distributed and reviewed Library Summary with Salary Expenses as of January 2, 2018.

7. Director's Report:

- 250 pounds of cat food were collected for Bolton's feral cat colony.
- Food/pantry collection will take place after sock collection for Bolton Social Services Pantry.
- Bibliomation and offline circulation were down yesterday.
- New thermostat in office was installed to regulate the temperature.
- Library volunteer made a list of all Route 6 reports the library has to share with Town Hall to consolidate into one complete set.
- Weeding in fiction is finished. Began weeding the picture books that have not circulated in ten years.
- Ms. Thornton received an email from Magee Kloepfer, Bolton High School Librarian regarding Library Card Day in February.
- Annual Report completed and submitted to Town Finance Department. This included updated goals that were achieved and statistical information as of 6/30/2017.
- Additional cross training among library staff requested by Ms. Stille.

- Budget Meeting is January 30, 2018 at 7:30pm, updated Budget Worksheet was submitted to town with change in regular payroll from 3% to 2.5%.
- Bolton Recreation Department has invited the library to participate in the Annual Community Fair, 3/16/18. Ms. Thornton is looking for volunteers to man the table.
- Ms. Thornton's annual review with Ms. Stille is 1/25/18.
- Ms. Thornton created Library Natural Gas Safety Policy after meeting with staff and John Butrymovich to discuss the natural gas installation.
- Bruce Dixon, Fire Chief for the town of Bolton sent Awareness and Education Program regarding Connecticut Natural Gas Corporation.
- Petition signing for Special Election was held at the library Saturday and Monday.

8. Old Business:

None

9. New Business:

Library policies will be reviewed at the next meeting.

10. Adjournment:

A motion was made by Ms. Goldsnider, seconded by Ms. Neil to adjourn the meeting at 4:50pm. The motion passed unanimously.

The next meeting is February 12, 2018 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.