

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, December 12, 2017  
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, Brook Nowak, Polly Silva and Library Director Liz Thornton. Absent with notice: Loni Hryn and Dot Neil.

**3. Approve minutes of the Regular Meeting November 14, 2017:**

Minutes of the Regular Meeting held November 14, 2017: A motion was made by Ms. Goldsnider, seconded by Ms. Holliman to approve the minutes as presented. The motion passed unanimously.

**4. Correspondence:**

None

**5. Review Library Statistical Report:**

Ms. Thornton distributed and reviewed November 2017 Statistical Report with board members.

**6. Library Budget Update:**

Ms. Thornton distributed and reviewed Library Summary with Salary Expenses from 7/1/2017-12/31/2017. Capital Five Year Plan was submitted; the only change was the replacement date and cost of copier.

**7. Director's Report:**

- Town Annual Report due to Town Finance Department by 12/31/17.
- Town Annual Budget due to Town Finance Department by 12/28/17.
- Connecticut Digital Library Advisory Board decided the fee for ReQuestIt will be \$325, the same as ReQuest.
- The hourly rate for library sub next year is \$11.25. The hourly rate for library page is \$10.66.
- DeliverIt is fairly regular with deliveries 2-3 times a week.
- Bibliomation projected budget for 2018/2019 is \$19551.50.
- Music CDs and adult fiction were weeded.
- Reading to Dogs Program was a success. A great group of dogs and handlers who will return 2/3/18 for Bring Your Child to the Library Day.
- The library was closed December 6, 2017, 12-4pm, for the Town Holiday Gathering.
- Cat Food Drive for November & December to benefit Bolton feral cat colony. Open bags of food accepted.
- There will be a sock drive the month of January for the homeless.

- The Giving Tree had a great turnout with people taking tags and donating items. Carrie from Social Services is working with St. Maurice's Church distributing donations.
- Pop up Workshop scheduled for 12/16/17 is full and there is a wait list.
- Bobcat Workshop scheduled for 12/19/17 is filling up.
- Ms. Thornton ran *Johnny Got His Gun* book discussion last week.
- Bolton Women's Club donated another book-a-baby book.
- The library participated in the first Christmas Tree Festival at Bolton Congregational Church.
- 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.
- The library participated in the Tree Lighting Ceremony. Thank you to Ms. Stanley for reading a story this year. Approximately thirty-five children attended.
- Waiting on a quote for additional end panel for adult fiction.
- Great courses donation received and need to be catalogued, Ms. Thornton is researching packaging options.
- John Butrymovich will meet with library staff to go over policy and what to expect for the natural gas installation in case of leak.
- John Butrymovich will look into moving the entry way to the study room to the hall and closing in the entrance to the study room from the children's area next year. This year he will try to add additional lighting and electrical outlets throughout the building.
- Ms. Thornton attended the CCM Convention on Tuesday, November 28, 2017. Ms. Stanley attended a Bibliomation Circulation Meeting in November.
- The following articles were distributed with board members: *Santa Barbara Film Festival to Open with Emilio Estevez's 'The Public'* by Bruce Haring, *Select National Film Registry Titles Now Available Online* by Sheryl Cannady and *Texas Prisons Ban 10,000 Books. No Charlie Brown Christmas for Inmates* by Matthew Haag.

#### **8. Old Business:**

None

#### **9. New Business:**

Library policies will be reviewed at the next meeting.

#### **10. Adjournment:**

A motion was made by Ms. Fazzina, seconded by Ms. Holliman to adjourn the meeting at 4:55pm. The motion passed unanimously.

The next meeting is January 9, 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.