

**Bentley Memorial Library Board
Regular Meeting
Tuesday, November 14, 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, Loni Hryn, Dot Neil, Brook Nowak and Library Director Liz Thornton. Absent with notice: Polly Silva.

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

Minutes of the Regular Meeting held September 12, 2017: A motion was made by Ms. Goldsnider, seconded by Ms. Holliman to approve the minutes as presented with the following correction under Directors' Report: water fountain needs repair. The motion passed unanimously. Notes from Special Meeting held October 17, 2017 were reviewed and accepted.

4. Correspondence:

Donations were received from Loni & Joe Hryn and Sam & Joan Teller to purchase library material due to budget freeze. Annual donation received from Sam & Joan Teller to purchase library books or audio visual material.

5. Review Library Statistical Report:

Ms. Thornton distributed and reviewed October 2017 Statistical Report with board members. Circulation numbers are down due to lack of new material.

6. Library Budget Update:

Ms. Thornton distributed and reviewed Library Budget Summary as of November 9, 2017; library budget is unfrozen due to state budget approval.

7. Director's Report:

- Updated list of Bentley Memorial Library Board of Trustees distributed to board members.
- State Annual Report submitted to state.
- Town Annual Report will be submitted to Town Finance Department the end of December.
- Adult Nonfiction shelving and end panels installed and all material shifted.
- Music CDs, and a section of large print and adult fiction were weeded. Large Print material donated to Bolton Senior Center.
- Water fountain parts were ordered, waiting on repair.
- Office sink faucet replaced.
- Gas furnace working well.

- Thank you to Mr. John Toomey for scheduling Connecticut State Library Digitization Day Program. Program was a success and Ms. Thornton is hoping to schedule another program on Heritage Day 2018.
- Reading to Dogs Program scheduled 12/2/17.
- Wildlife Program scheduled 11/16/17.
- The library will be 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.
- Thank you to the Doris Hattin estate for the donation of Bradford Exchange Plates.
- Reference desk was shifted to make more room in area and reference books moved to circulation or upstairs for safe keeping. All Great Courses moved to reference area.
- Homebound Outreach service was utilized by a patron this month.

8. Old Business:

None

9. New Business:

2018 Bentley Memorial Library Board Meeting Dates. A motion was made by Ms. Neil, seconded by Ms. Hryn to approve the following Library Board meeting dates for 2018:

January 9, 2018
 February 12, 2018
 March 12, 2018
 April 17, 2018
 May 8, 2018
 June 12, 2018
 July 10, 2018
 August 21, 2018
 September 11, 2018
 October 16, 2018
 November 13, 2018
 December 11, 2018

Meetings begin at 4pm at Bentley Memorial Library. The motion passed unanimously.

10. Adjournment:

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

The next meeting is December 12, 2017 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.