

**Babcock Library Board of Trustees
Minutes of Special Meeting
July 5, 2016**

In Attendance: Board Members Helen Chapman, Ann Lojzim, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, Friends' President Beth Fitzroy and Library Director Shadd Jamison.

Call to Order: The meeting was called to order at 2:03 p.m.

Treasurer's Report: Suzanne moved that we accept the Treasurer's Report for FY16 end-of-year and Barbara seconded. The motion passed. Shadd presented a draft FY17 budget. The Board will work off this copy to prepare a final FY17 budget by the August meeting.

Correspondence:

1. There was an e-mail from Sheryl Baker billing us for telephone usage for 4 months. The billing is for payment in advance.
2. Connecticare sent a credit of \$1,300.
3. The CT Dept. of Labor sent a letter regarding Pam McCormack's filing for unemployment benefits. Gerry filed a contested statement as Pam resigned voluntarily. He received an answer that we have a \$3,000 liability.

Library Director's Report

Book Clubs: Breakfast and Books 5 on 6/18, Here and There Book Club 7 on 6/3 and 5 on 7/1
Tot-Time 2 on 6/6, and 6/7, 3 on 6/14, 7 on 6/20, 2 on 6/21, and 6/27 and 7 on 6/28.

Children's Summer Reading Signups as of 6/29 – 128 kids

Summer Kickoff with Trevor the Gamesman on 6/17 – approximately 100

Winnie the Pooh Storywalk with Ashford Summer Camp on 6/17 and 6/24 – 18

Winnie the Pooh Storywriting with Ashford Summer Camp on 6/17 – 30

Zok's Winemaking Class on 5/23 and 6/13 - 7

Northeast CT Community Orchestra Concert on 6/3 – 46 + 18 musicians

Quiet Corner Reads Finale on 6/14 – 11 people from Ashford

Laughter Yoga on 6/10 – 12

Senior Housing Visit on 7/1 – 5 seniors checked out items

Weekly Folk Dancing Lessons – 4-8 people per session

Knitters – 6-10 people per session

Shadd asked whether the Nutmeg books were funded from the special funds. The Board explained that the Sullivan and the Willard Armitage funds pay for the Caldecott and Newberry books but not the Nutmeg books. They come out of our regular account.

Discussion was made regarding the International Festival: is it really a library sponsored event or is it a privately sponsored event? The Board concluded that it is the latter, and that we have no proper role co-sponsoring or handling fees. Shadd was instructed that he should have

presented the situation to the Board for advance approval before we went into partnership with the sponsor. Ann made a motion to establish that the Babcock Library is not responsible for the International Festival and we will not accept the program payments on behalf of the sponsor. Suzanne seconded the motion. The motion passed. The Chairman will notify Veronica Craig in writing that the Babcock Library is not supporting this activity.

Staffing: A staff meeting took place on 6/27

Directors's Notes:

Tot-time has been discontinued on Mondays due to low attendance.
Adult Summer Reading began on 7/1. Prizes will be given out weekly.
Library will close on 9/8 and 9/9 due to Bibliomation training for staff
The Director attended the Friends' meeting on 6/21.
Our Facebook page has 167 likes in 12 months of activity.

Gerry questioned how we handle the purchase of DVD's. Shadd said that we buy some each month. Gerry continues to ask that we diversify our purchases by including more items from the BBC genre to appeal to our older patrons.

Old Business: Policy on Food in the Library – Catherine made a motion to accept the new policy as drafted and to add a supporting statement to our computer usage policy. Barbara seconded. The motion passed with Suzanne opposed.

New Business: Discussion was made to brainstorm ideas for a strategic plan. Catherine said she would volunteer to Chair a committee to devise a patron survey. A meeting will be held on July 20 to devise questions. Our hope is that Board members, staff and the Friends will all participate in the project. The immediate goal would be to prepare a survey in time to be handed out at the Wine Tasting.

Persons to be Heard: none

Update from Friends: Beth stated that whatever the Friends make, they will spend, rather than spend any principal. They are being cautious in making commitments.

Items for next meeting on July 26, 2016

Strategic Planning Survey Report
FY17 Budget

Adjournment: A motion was made by Barbara and seconded by Helen to adjourn at 3:25. The motion passed.

Respectively Submitted,
Ann Lojzim Recording Secretary