

Cragin Memorial Library Board of Trustees
Regular Meeting of June 7, 2011
Cragin Memorial Library
Approved Minutes

Present: Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Alyssa Soby, Secretary; Gregg Schuster, First Selectman; Julianna Cameron; Rev. Linda Barnes, Victor Horvitz.

Absent: Edwin Cragin; Jeffry Mathieu, Principal of Bacon Academy; Ronald Goldstein.

Also in attendance: Kate Byroade, Director.

1. Call to Order

Mary Ellen Mahoney called the meeting to order at 6:31 P.M.

2. Minutes

The Board of Trustees reviewed the Minutes from the Regular Meeting of December 7, 2011. Mary Ellen Mahoney asked for a motion to approve the Minutes.

Alyssa Soby noted that the last name (Mainiero) of the Community Needs Assessment consultant needed to be inserted on page 4.

Mary Ellen Mahoney asked for a motion to approve the minutes.

Motion: Gregg Schuster, to approve the Minutes of the Special Meeting of March 22, 2011 with the change discussed.

Seconded by: Julianna Cameron.

Vote: Approved. Celia Conrad abstained.

3. Treasurer's Report

Celia Conrad presented the Treasurer's Report. [Note: please see that document for details.] As of April 2011, the Trust had increased to \$224,585.53.

[Note: Linda Barnes and Vic Horvitz joined the meeting at 6:37 P.M.]

There was no discussion.

Mary Ellen Mahoney asked for a motion to approve the Treasurer's Report.

Motion: Alyssa Soby, to approve the Treasurer's Report.

Seconded by: Mary Ellen Mahoney.

Vote: Approved unanimously.

4. Director's Report

Kate Byroade submitted a hardcopy report to the Trustees and presented highlights. [Note: please see that document for details.]

- The Trustees discussed the inclusion of the Library and the Cragin Family in Founder's Day, and considered reaching out to Edwin Cragin during times that he is in Colchester. Kate Byroade will call Edwin Cragin to see if he would be amenable to a special meeting or other gathering with the Board of Trustees over the summer.
- The Trustees commented on their appreciation of contributions - in both money and time - made by people and organizations in Colchester, and their gratitude for the relationship-building work undertaken by Kate Byroade. The Trustees considered an observed decline in voter and civic participation in relationship to library services.
- The Trustees discussed circulation numbers, with Kate Byroade providing an additional explanation of calculation differences between the old circulation system and the new circulation system. The group noted that Overdrive download circulation had surpassed periodical circulation, and discussed the demand for the museum passes circulated by the Children's Department.
- Gregg Schuster and Kate Byroade provided additional information on the virtualization project undertaken by the schools and town. The project replaces networked PCs (which handle processing tasks locally) with thin client terminals (which rely on a shared server for processing tasks). The library will have five thin client terminals. Library patrons should not notice any change (other than an increase in computing speed), but behind the scenes the Town of Colchester will reduce energy consumption and maintenance labor.
- The Trustees discussed the Stern book fund, and a fund balance disparity between town and library records. Kate Byroade will be working with Maggie Cosgrove, Chief Financial Officer for the Town of Colchester, to resolve the issue.

Kate Byroade presented the Community Needs Assessment prepared by Elizabeth Mainiero of Cupolo Consulting.

Mary Ellen Mahoney asked for a motion to approve the Director's Report.

Motion: Julianna Cameron, to approve the Director's Report.

Seconded by: Mary Ellen Mahoney.

Vote: Approved unanimously.

5. Old Business

a. Library Partnerships – Bacon Academy Artifacts

At the Special Meeting of March 22, 2011, Ron Goldstein had suggested that Board of Trustees collaborate with other organizations in town in order to fulfill its mission. The Trustees had discussed working with other groups to make Colchester's history more accessible to its citizens.

This would be a large, long-term effort. As an initial project Kate Byroade had suggested a collaboration between the Board of Trustees, the Colchester Historical Society, and the Bacon Academy Board of Trustees to salvage, store, and share Bacon Academy historical artifacts.

Mary Ellen Mahoney, Kate Byroade, and Julianna Cameron had reached out to Dolores Sawchuck (Colchester Historical Society) and Diana Norton Giles (Bacon Academy Board of Trustees) regarding the proposed collaboration.

Kate Byroade suggested that the Trustees organize an informal meeting with representatives from each group to begin a "visioning process". Establishing goals would allow her to begin researching appropriate grant opportunities.

Alyssa Soby will organize that meeting prior to the next Board of Trustees meeting, and Kate Byroade will see if a knowledgeable guest speaker could be brought in.

6. New Business

a. Board Structure and Meeting Frequency

Mary Ellen Mahoney brought up a request from Alyssa Soby to consider increasing the frequency with which the Trustees met. Mary Ellen Mahoney suggested considering adding more advisory members.

Alyssa Soby explained that her request stemmed from a desire to see the Trustees become more effective at undertaking and completing work to serve the community.

The Trustees adopted a suggestion from Gregg Schuster, to sponsor task forces to meet more frequently on specific projects and report back to the Trustees at the regular quarterly meetings.

At the informal meeting regarding the partnership with the Bacon Academy Trustees and the Colchester Historical Society, the meeting participants will discuss the structure of the proposed task force for historical preservation. At the Regular Meeting of September 6, 2011, the Trustees will consider a formal motion to create that task force.

Kate Byroade may ask for a future task force to work on strategic planning.

7. Adjournment

Mary Ellen Mahoney asked for a motion to adjourn the meeting.

Motion: Mary Ellen Mahoney, to adjourn the meeting.

Seconded by: Julianna Cameron.

Vote: Approved unanimously.

The meeting was adjourned at 8:13 P.M.

The next Regular Meeting of the Board of Trustees will be Tuesday, September 6, 2011 at 6:30 P.M. in the Cragin Memorial Library.

Appendix: list of tasks assigned during meeting.

Task	Person Responsible	Completion Date	Status
Call Edwin Cragin.	Kate Byroade	Not set.	Not started.
Clarify Stern Fund issue and update Trustees	Kate Byroade	Not set.	In progress.
Set up informal meeting on historical preservation.	Alyssa Soby	Prior to 9/6/2011	Not started.
Identify guest speaker on historical preservation.	Kate Byroade	Prior to informal meeting.	Not started.
Ensure annual appointments of regular and advisory Trustees.	Gregg Schuster	Not set.	Ongoing.