

**Cragin Memorial Library Board of Trustees  
Special Meeting of September 14, 2011  
Cragin Memorial Library  
Minutes (UNAPPROVED, Version 1)**

*[Note: The Regular Meeting of September 6, 2011 was cancelled due to ongoing power outage issues following Hurricane Irene. All business scheduled for that Regular Meeting was discussed at this Special Meeting.]*

**Present:** Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Alyssa Soby, Secretary; Julianna Cameron; Rev. Linda Barnes.

**Absent:** Gregg Schuster, First Selectman; Victor Horvitz; Edwin Cragin; Jeffrey 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 6:40 P.M.

**2. Minutes**

The Board of Trustees reviewed the Minutes from the Regular Meeting of June 7,

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

**Motion:** Alyssa Soby, to approve the minutes as presented.

**Seconded by:** Julianna Cameron.

**Vote:** Approved unanimously.

**3. Treasurer's Report**

Celia Conrad presented the Treasurer's Report. [Note: please see that document for complete details.]

- Trust:
  - June 2011: \$220,552.37 (Dividend: \$626.47.)
  - July 2011: \$214,718.01 (Fees: \$658.61. Dividend: \$298.01.)
  - August 2011: \$213,339.67 (Dividend: \$308.26)

Alyssa Soby asked whether the Board should expect any expenses prior to the next meeting. Celia Conrad answered affirmatively. The Board will need to pay its liability insurance bill (\$1,161) and accounting expenses.

Mary Ellen Mahoney asked whether Celia Conrad would receive a distribution from Rob Tarlov's office to cover those expenses. Celia Conrad answered

affirmatively and noted that she would draw enough to leave a small reserve in the checking account.

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

**Motion:** Mary Ellen Mahoney, to approve the Treasurer's Report.

**Seconded by:** Alyssa Soby.

**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 complete details.]

Kate Byroade reviewed the Monthly Activity Report for July 2011 and August 2011 with the Board. The Board noted that museum pass circulation had increased this year, which Kate Byroade attributed to a new, easier circulation process. [Note: please see those documents for complete details.]

Kate Byroade presented a new logo design for the Library, and noted that Alyssa Soby and Julianna Cameron had been working with Miranda Creative on that project. The logo and website design service fees are funded by a technology grant from the consortium, with no cost to the town.

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

**Motion:** Celia Conrad, to approve the Director's Report.

**Seconded by:** Linda Barnes.

**Vote:** Approved unanimously.

#### **5. Old Business**

##### **a. Report by Alyssa Soby on progress in joint community document preservation project.**

Alyssa Soby updated the Board on a proposed document preservation project with the Colchester Historical Society and the Bacon Academy Board of Trustees.

- Agenda for first meeting drafted and sent to Board for review.
- Conversations with representatives from both other organizations regarding scheduling; Colchester Historical Society requested that meeting be postponed until after their major event on the Green.
- Meeting to be scheduled within the next couple of weeks.

Kate Byroade noted that she had identified a speaker. The Archivist at UCONN's Dodd Center would be available to come for weekday events (including evenings).

**b. Review of tasks from previous meeting.**

Alyssa Soby reviewed previously assigned tasks from the Regular Meeting of June 7, 2011.

- **Call Edwin Cragin.** The Board wanted to see whether there would be value in moving a summer meeting to a weekend, so that it would be easier for Edwin Cragin to attend. No call was made; with the summer ending, the Board may postpone this task until next spring.
- **Clarify Stern Fund issue and update Trustees.** Kate Byroade noted that in 2009, the Stern Fund money was moved from a designated account over to the regular donations account – perhaps to simplify reconciliation of book purchases – but the account transfer itself was never reconciled. The money has not been spent.
- **Set up informal meeting on historical preservation.** See Alyssa Soby's report above.
- **Identify guest speaker on historical preservation.** Complete; see above.
- **Ensure annual appointments of regular and advisory trustees.** Mary Ellen Mahoney will follow up on this; the appointments are necessary for the liability insurance. She also noted that the Town of Colchester owes rent to the Board (\$1.00).

**c. Other discussion.**

Celia Conrad asked Kate Byroade whether she asks organizations for contributions of money or other services, or whether they volunteer.

Kate Byroade answered that both happen.

Alyssa Soby noted that once the Library has a strategic plan in place, the Board could be much more proactive about asking organizations for appropriate contributions.

**6. New Business**

**a. Discussion of possible preliminary meeting regarding investment objectives and progress with Rob Tarlov.**

Mary Ellen Mahoney noted that Rob Tarlov would be meeting with the Board in December 2011 to discuss investment strategies. He had suggested a forming a subcommittee or creating some other smaller group opportunity for a more detailed discussion prior to the Board meeting.

Mary Ellen Mahoney suggested an informal question-and-answer session with Rob Tarlov (not a Special Meeting).

The Board asked Mary Ellen Mahoney to schedule that session.

**b. Approval of hiring Coletta and Coletta LLC to complete accounting and tax services for the fiscal year ended June 30, 2011.**

Mary Ellen Mahoney read a proposal from Coletta and Coletta LLC to complete accounting and tax services for the Fiscal Year ended June 30, 2011. The fee would be \$850.00.

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

**Motion:** Alyssa Soby, to approve the proposal from Coletta and Coletta LLC to complete accounting and tax services for the Fiscal Year ended June 30, 2011 and to pay the \$850.00 fee.

**Seconded by:** Mary Ellen Mahoney.

**Vote:** Approved unanimously.

**c. Creation of subcommittee for policy review.**

Kate Byroade asked the Board to create a subcommittee to work on policies on an ongoing basis. The subcommittee would then present recommendations to the Board on a quarterly basis. She noted that policies needed to be reviewed regularly even if no changes were made, and suggested that the subcommittee meet 1-2 times per quarter.

[Note: Linda Barnes left the meeting at 8:03 P.M.]

Kate Byroade noted that there were three policy notebooks to be reviewed, and said that she had been reviewing professional literature on policy development. She proposed simplifying policies to make them easier to understand and enforce, and noted that the Board was really the last barrier against censorship.

Julianna Cameron asked that the subcommittee include at least one library staff member.

Kate Byroade suggested a staff member, the Library Director, and 1-2 Trustees.

Kate Byroade noted her concerns about the existing Internet policy.

Alyssa Soby said that with regard to the Internet policy, she continued to strongly object to ambiguous signs in the adult computer area that prohibit “inappropriate” use of the Internet. She cited censorship concerns, and asked to participate in the revision of the Internet policy.

Kate Byroade noted that legally, the only sites that can be prohibited are those containing child pornography.

Mary Ellen Mahoney asked whether the Town’s law firm needed to review policies.

Kate Byroade answered that no legal review is required.

Alyssa Soby asked that the subcommittee develop and publish a schedule of policies to be reviewed, so that interested Trustees could attend specific meetings. She asked that the Board mandate that the subcommittee create such a schedule as its first task.

Mary Ellen Mahoney asked for a motion to create the subcommittee.

Celia Conrad asked how policy reviews would be conducted.

Kate Byroade said that the subcommittee would need to develop a process along with the schedule. She noted that she would like to air on the side of broad, simply worded policies that addressed library-specific concerns.

Mary Ellen Mahoney noted that when she had served on the Board of Education, Board members had policy binders.

**Motion:** Alyssa Soby, to create a Policy Subcommittee to review policies and present recommendations to the Board on a quarterly basis, with the first item of business to create a schedule for policy review.

**Seconded by:** Mary Ellen Mahoney.

**Vote:** Approved unanimously.

Kate Byroade said she would set a date.

## 7. Adjournment

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

**Motion:** Julianna Cameron, to adjourn the meeting.

**Seconded by:** Mary Ellen Mahoney.

**Vote:** Approved unanimously.

The meeting was adjourned at 8:20 P.M.

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

**Appendix: list of tasks.**

<b>Completed since previous meeting:</b>				
<b>Task</b>	<b>Person Responsible</b>	<b>Date Task Assigned</b>	<b>Reported Completion</b>	<b>Status</b>
Clarify Stern Fund issue and update Trustees	Kate Byroade	6/7/2011	9/14/2011	Complete.
Identify guest speaker on historical preservation.	Kate Byroade	6/7/2011	9/14/2011	Complete

<b>Open:</b>				
<b>Task</b>	<b>Person Responsible</b>	<b>Date Task Assigned</b>	<b>Expected Completion</b>	<b>Status</b>
Call Edwin Cragin and update trustees.	Kate Byroade	6/7/2011	TBD	Deferred.
Set up informal meeting on historical preservation.	Alyssa Soby	6/7/2011	9/30/2011	In progress.
Ensure annual appointments of regular and advisory Trustees.	Gregg Schuster	6/7/2011	ASAP	In progress.
Pay \$1.00 rent from Town of Colchester.	Gregg Schuster	9/14/2011	ASAP	Open.
Schedule informal Q&A session with Rob Tarlov.	Mary Ellen Mahoney	9/14/2011	Prior to Meeting of 12/6/2011.	Open.
Contract Coletta & Coletta LLC.	Mary Ellen Mahoney	9/14/2011	Prior to meeting of 12/6/2011.	Open.
Schedule first meeting of Policy Subcommittee and notify Board.	Kate Byroade	9/14/2011	Prior to meeting of 12/6/2011.	Open.