

**Bentley Memorial Library Board
Regular Meeting
Tuesday, December 18, 2012
206 Bolton Center Road, Bolton, CT.**

Present at the regular meeting were Chair Rebecca Holliman and board members Jean Ames, Pat Busque, Kelly Goldsnider, Dot Neil, Brook Nowak, Dorothy Rose and Library Director Liz Thornton.

Ms. Holliman called the meeting to order at 4:05PM.

1. Minutes of the Regular Meeting November 13, 2012:

A motion was made by Ms. Neil, seconded by Ms. Busque to approve the minutes as presented.

2. Director's Report:

Ms. Thornton distributed Bentley Memorial Library Statistical Reports for November and copy of budget submitted to town hall. Ms. Thornton informed board family DVDs were circulating. Ms. Thornton shared with board a binder Ms. Stanley compiled of all circulation desk procedures and a trifold including all passes available at Bentley Memorial Library. Ms. Thornton reported Ms. Dana and Ms. Rowe are working with a new feature cataloging DVDs using part labels and Ms. Murphy continues to work on supply ordering. Ms. Thornton informed board copier was cleaned and repaired, the stapler door would not close.

3. Correspondence:

None

4. Physical Plant Issues:

- A. Attic and Basement** were organized and cleaned by Ms. Thornton, Ms. Dana, and Volunteer Ms. Houghton, anything they did not want was marked and withdrawn from inventory. Building maintenance disposed of marked items. Ms. Thornton appreciates all they do for Bentley Memorial Library.
- B. Door Removed** from Preschool room and attic storage done by Building Maintenance.
- C. Shelving Adjustments** were made in the Preschool Room to and shelving units were moved to make the pathways handicapped accessible and uniform. Ms. Stanley, Ms. Thornton and Ms. Dana took all books off shelves and Jeff put books back on shelves.
- D. Outside Lighting** mentioned to safety Committee, staff feels unsafe and John is looking into better lighting options.
- E. Reserve Book Shelf** was built and installed by Wes from Building Maintenance.

5. Old Business:

Ms. Thornton reported the following:

- A. Adult Fiction** was weeded, shifted and shelves read.

- B. Programs** scheduled for December are two story times today. On Tuesday, January 15, 2013 at 2:00 p.m. Mr. Jon Purmont will discuss his new book on Governor Ella Grasso.
- C. School Coordination/Programs Update**, the Read a Thon will be a five week program, every Saturday, promoting reading K-8thgrade. The year's theme is "Get Spotted Reading".
- D. Boopsie Update**, the iphone app, is being tested and will be rolled out to patrons when testing is complete.

6. New Business:

- A. Great Course Packaging** will be cataloged, given new appropriate packaging and displayed in January.
- B. Bed Bug Workshop** offered by State Library because it is such a problem, Ms. Thornton distributed information to board. The biggest concern is C-Car/Interlibrary loan, as a preventative Bentley Memorial Library is looking at all interlibrary loans very carefully before circulating to patrons.
- C. List of 24 Magazines Cancelled** due to lack of circulation was distributed to the board, this is a savings of \$833.41.
- D. Holiday Collections** include: Mitten, glove and gift tags for Bolton Social Services, cat food/ kitty litter for local animal shelters through the month of January and Methodist Church drop box for non-perishable items and children's books.
- E. Reception for New Senior Center/Social Services Director** was attended by Ms. Thornton, Ms. Dana and Ms. Rowe.
- F. Town Holiday Party** was held last Wednesday for all town employees. The selectman provided catered meats from Villa Louisa and others contributed to the lunch. The library will be closed Christmas Eve and will close at 4:00pm on New Year's Eve, Ms. Thornton appreciates the time given.
- G. New Book for Scheduling Conference Room** created to book meetings, tutoring or study groups.
- H. C-Car Survey participated** in for one week to determine average c-car volume for Bolton, number was approximately 30 items a day.
- I. Displays** included staff favorites, new cookbooks, large print books from MLSC and holiday books for children.
- J. Reorganizing Music CD's** with improved labeling.
- K. New Phone Books** have been ordered.
- L. Donations** given are closely examined due to the Bed Bug problem.
- M. Dates for 2013 Meetings:** Bentley Memorial Library Board 2013 Meeting Dates are the 2nd Tuesday of every month except for November at 4 p.m. The dates are: January 8, 2013, February 12, 2013, March 12, 2013, April 9, 2013, May 14, 2013, June 11, 2013, July 9, 2013, August 13, 2013, September 10, 2013, October 8, 2013, November 19, 2013 and December 10, 2013. A motion was made by Ms. Ames, seconded by Ms. Rose to approve the meeting dates. The motion passed unanimously.

Adjournment: A motion was made by Ms. Rose, seconded by Ms. Ames to adjourn the meeting at 5:05PM.

The next meeting is January 8, 2013 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.