

**Bentley Memorial Library Board
Regular Meeting
Tuesday, January 28, 2014
206 Bolton Center Road, Bolton, CT.**

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

Ms. Holliman called the regular meeting to order at 6:30PM.

1. Approve minutes of the Regular Meeting November 12, 2013:

A motion was made by Ms. Goldsnider, seconded by Ms. Holliman to accept the minutes as presented. Motion unanimously passed.

2. Correspondence:

The library received a thank you card from “Our Companions” for the 300 pound cat food donation.

3. Director’s Report:

Ms. Thornton distributed Town Library Expenditure Report as of 12/3/13. Ms. Thornton informed board the Town Staff Christmas Party and Farewell to Susan DePold was lovely.

4. Old Business:

A. Annual Report: Copies distributed to board members. Ms. Thornton assembled packets including annual report and statistics to distribute to members at the Town Budget Meeting.

B. Statistics for the Month: November and December 2013 Statistical Reports were distributed to board members.

C. Budget: Ms. Thornton shared copies of library budget as of 1/2/14 with board members. Ms. Thornton mentioned she is uncertain how library payroll budget line will be affected by the retirement expense.

D. Shelving: Replacements were received and installed. Additional shelving from Bolton High School was assembled and installed by Mr. Ray Boyd. The metal shelves from Bolton High School replaced wooden shelves at Bentley Memorial Library; Ms. Thornton appreciates Mr. Boyd’s help.

E. Construction Grant Update: On hold, Ms. Thornton needs to acquire a copy of new grant to understand the details. The updated grant will be available in the spring of 2014.

F. New Employee: Suzan Prentiss was hired to fill Diane Danna's position and Cate Waung was hired as a library substitute. Max Nowak and Amanda Frame are the library pages. Ms. Thornton is very happy with new hires.

5. New Business:

A. Workshops Attended: Ms. Thornton attended a safety program discussing safety procedures in libraries for staff and patrons. The Town Employee Health and Safety Committee sponsored a program "Cancer and Cancer Cluster"; Ms. Thornton had information from this meeting for interested board members.

B. Programs: 50th Anniversary of JFK Assassination Program and the Six Wonders of Bolton Backyard Birding Program were well attended. Every Saturday during the Read-a-thon, Bentley Memorial Library will have activities to promote reading. The Read-a-thon Program will run Saturday, January 18, 2014 through February 8, 2014 from 10:30am to 12pm. Bolton High School students are volunteering to help with the Read-a-thon. Story hour for February and March include Ground Hog Day, Snowflake and Mardi Gras themes, dates to be determined.

C. New Desks: New office furniture was received and assembled. The back office was rearranged and looks very nice.

D. Meeting Dates 2014: Bentley Memorial Library Board Meeting 2014 Schedule. A motion was made by Ms. Ames, seconded by Ms. Neil to approve the meeting dates for 4pm:

February 25, 2014
March 11, 2014
April 11, 2014
May 13, 2014
June 10, 2014
July 8, 2014
August 12, 2014
September 9, 2014
October 14, 2014
November 11, 2014
December 9, 2014

Motion unanimously passed.

Adjournment: A motion was made by Goldsnider, seconded by Ms. Holliman to adjourn the meeting at 6:55PM.

The next meeting is February 25, 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.