

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, March 25, 2014  
206 Bolton Center Road, Bolton, CT.**

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

**1. Call to Order:**

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

**2. Approve minutes of the Regular Meeting March 25, 2014:**

A motion was made by Ms. Rose, seconded by Ms. Neil to approve the minutes as presented with the following change: 4. Old Business: A. Olympic Story Time: Ms. Thornton reported today's story theme was Olympics, children participated in a beanbag toss, listened to stories and received medals. Motion passed with Ms. Holliman and Ms. Goldsnider abstaining.

**3. Correspondence:** Nothing

**4. Director's Report:**

Ms. Thornton distributed February 2014 Statistical Report and Connecticut Program information packet to the library board. Ms. Thornton commented on the great press the library is receiving in The Journal Inquirer. Ms. Thornton reported a black box was installed outside the library, containing a key to the library in case of emergency.

**5. New Business:**

**A. Reference Desk Area:** Ms. Thornton informed the library board that staff is making changes, withdrawing books no longer circulating and moved reference books into regular collection. Ms. Thornton is planning to use Connecticut Grant money to purchase a user friendly desk for Ms. Murphy. Ms. Thornton has asked for a quote on a counter with swinging door from John Deane. Ms. Thornton plans to finish the end panel project and complete existing library jobs with gift money.

**B. Fire Department/Resident State:** Ms. Thornton contacted the new resident state trooper and fire chief to speak to staff regarding safety.

**C. Collections:** Ms. Thornton informed the library board there are currently two new collections: Brownie Troop in town is collecting pet food for the Humane Society pantry and Social Services is specifically collecting cans of tuna for their pantry.

**D. Computer Server:** Ms. Thornton reported the library is having weekly issues with the computer server; she has notified Ms. Joyce Stille and Mr. Alain Jacques. Patrons are complaining and Ms. Thornton is hopeful something will be done in the near future.

**6. Old Business:** Ms. Thornton updated the library board on the following:

**A. Shelving in Juvenile Nonfiction:** Ms. Dana and Ms. Thornton finished swapping out the wide shelving to the skinny shelving. Ms. Thornton notified Mr. Ray Boyd and is waiting for him to complete the project when time permits.

**B. Staff Reviews:** Six month review forms were received from the town. Ms. Thornton will complete a form along with each employee and then the two will sit down to discuss. Ms. Thornton reported Max and Amanda are doing well.

**C. Program Updates:** Upcoming programs include: Story time every Tuesday beginning April 1 thru April 30, 2014. During this 5 week story time session the library will feature books, activities and treats for spring including farm animals, poetry and Earth Day. Six Wonders of Backyard Birding will be held on May 6, 2014 from 2:00-3:00pm. How to Pay for College will be held on Thursday April 24th 2014 at 6:00pm.

**D. Meeting with School Library Media Specialists:** Meeting with Claire Fazzina and Jenn Vesci went well. Ms. Thornton is sending notices for story time which are posted at Bolton Center School. Recently Ms. Thornton sent 40 audiobooks over to Bolton High School to circulate. Ms. Thornton is going to work along with Ms. Fazzina and Ms. Vesci to create a brochure showcasing what the different libraries have to offer. Bolton High School is hosting a Cupcake & Cards event on April 7, 2014 where students will be able to get a Bentley Memorial Library Card. Ms. Stanley will represent Bentley Memorial Library at this event. Ms. Thornton is thinking to do something similar at Bentley Memorial Library to promote benefits of a library card.

**E. Vibrant Community Meeting Update:** Ms. Holliman attended a recent Vibrant Community Meeting on February 26, 2014. Ms. Holliman shared a copy of the agenda from the meeting and a summary of the Capitol Project.

**F. Bibliomation Update:** Mr. Carl DeMilia replaced Michael Simonds, CEO of Bibliomation, Inc.

**G. Message Board:** A message board was purchased with gift money received from Mrs. Vann Rowe.

**H. Staff Toilet:** There is a problem when flushing the faculty toilet first thing in the morning. The town crew is aware of the issue. Mrs. Thornton is appreciative of the Buildings and Grounds Crew quick response to all of the library needs.

**Adjournment:** A motion was made by Ms. Goldsnider, Ms. Neil to adjourn the meeting at 5:05PM.

The next meeting is May 13, 2014 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.