



# Bethel Public Library

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Meeting Minutes  
BPL Board of Directors  
In Person and Virtual Meeting  
Monday 11/22/2021 at 6:00 pm

**PRESENT:** Chairperson Mary O'Leary Tia Murphy, Judith Schlemmer, Robin Kahn, Vice Chair Connie Kaufman, Linda Curtis, Robin Grubard (arrived 6:08 & left 6:19 p.m.), Terri Rotella, Chris Sell, Sue Morton, Jan Patzold (Friends) and Director Megan Dean

**Absent:** Mary Spain with notice

**Absent without Notice:** Ted Stevenson

**Call to order:** Chairperson Mary O'Leary called the meeting to order at 6:02 p.m.

**PUBLIC INPUT, CORRESPONDENCE, & ANNOUNCEMENTS:** None

**APPROVAL OF October 25, 2021, MEETING MINUTES:** Chairperson Mary O'Leary asked if the members had read the minutes, and if there were any questions. Chairperson Mary O'Leary asked for a motion to approve October 25 meeting minutes. Terri Rotella made a motion to accept the minutes of the meeting and Linda Curtis 2nd. Chris Sell abstains. Motion passed.

**TREASURER REPORTS:** Treasurer Murphy asked if the members read the Treasurer Reports and if any member had a question. No questions, so Treasurer Murphy asked for a motion to approve, Robin Kahn made a motion to accept the Treasurers' report and Terri Rotella 2<sup>nd</sup>. All in favor, Motion passed.

Treasurer Murphy presented a proposal to fund new furniture for the Lobby seating area, using funds for the Library Board of Directors account. Connie Kaufman made a motion to fund the project and Robin Grubard seconded. All in favor, motion passed.

**DEVELOPMENT COMMITTEE:** Chair Robin Grubard reported the committee met and confirmed the mini golf event will be held March 18-19, 2022. Some holes have been filled and paid. Library Board members will be assigned local business to reach out to for sponsorship.

**FRIENDS OF THE BETHEL PUBLIC LIBRARY:** President Jan Patzold will be sending out the next newsletter in January to members of the Friends.

**DIRECTOR UPDATE:** Director Megan Dean asked the members if they read the report and if they had any questions and briefly reviewed the document. Director Dean meet with Public Works to discuss future building maintenance needs and possible capital projects.

**LOB Meeting Schedule:** Sue Morton made a motion to accept the LBOD Meeting Schedule for 2022 and Tia Murphy seconded. All in favor, motion passed.

**Library Holiday Schedule & Closings:** Linda Curtis made a motion to accept the Library Holiday Schedule & Closings for 2022 and Robin Kahn seconded. All in favor, motion passed.

**Nominating Committee:** Robin Kahn presented a slate of officers for 2022

Chair: Mary O’Leary

Vice Chair: Connie Kaufman

Treasurer: Tia Murphy

Secretary: Sue Morton

Slate will be voted on at the January meeting.

**Policy Committee:** Chair Robin Kahn asked if members reviewed Personnel policy and Procedures. Clarification language was discussed regarding the Emergency Closure of Library Building. With no questions, Terri Rotella made a motion to approve the Library Personnel Policy and Procedures and Tia Murphy seconded. All in favor, motion passed.

Chair Robin Kahn asked if members reviewed Library Buildings and Grounds Use Policy. Connie Kaufman made a motion to approve the Library Buildings and Grounds Use Policy and Terri Rotella seconded. All in favor, motion passed.

**Personnel Committee:** Director Dean reviewed the Library Assistant – Substitute, Library Assistant – Youth, and Library Assistant – Programming job descriptions. An error was found and discussed in the Library Assistant – Programming position and was corrected.

Robin Kahn made a motion to accept the Library Assistant – Substitute position and Connie Kaufman seconded. All in favor, motion passed.

Tia Murphy made a motion to accept the Library Assistant – Youth position and Robin Kahn seconded. All in favor, motion passed.

Connie Kaufman made a motion to accept the Library Assistant – Programming position and Chris Sell seconded. All in favor, motion passed.

**FINANCE COMMITTEE:** Treasurer Tia Murphy presented the 2022-2023 Budget. She explained that the Committee’s recommendation was to go with a 1.3% increase to maintain current library services. No questions or concerns were raised at this time. FY22-23 budget will be voted on at the December meeting.

**ADJOURNMENT:** Chairperson Mary O’Leary asked for a motion to adjourn. Robin Kahn moved to adjourn and Terri Rotella seconded. All in favor, motion passed. Chairman Mary O’Leary adjourned the meeting at 6:52 p.m.

Respectfully submitted,

Susan Morton  
Secretary