Call to order
Patricia Durso called the meeting to order. Present at the meeting were: Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn (joined later), Sheila H. Granowitz, Liz Simendinger and Jill Webb. Absent: Chris Martin, Catherine Shaw and Mayor Liz White.

Open Public Meeting
The meeting was properly noticed according to the Open Public Meeting Act and was announced by Patricia Durso as open to the public at 7:07 PM.

Approval of Minutes
The June 19, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Sheila Granowitz. All present voted in favor.

Financial Reports
Account Balances’ Report Ending June 30, 2018
Treasurer’s Report for June 2018
FINAL Bill List for June 2018
Bill List for July 2018

The Board reviewed the June Bill List for $35,009.62 out of the Operating Account and $0.00 out of the Capital Account.

Motion to approve the bill list by Melissa Duncan and seconded by Liz Simendinger.

The Roll Call vote yielded approval, as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Martin, Vice President</td>
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<td>x</td>
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<tr>
<td>Jill Webb, Treasurer</td>
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<tr>
<td>Sandy Desmond, Secretary</td>
<td></td>
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<td>x</td>
<td></td>
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<tr>
<td>Audrey Flynn</td>
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<td>x</td>
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<tr>
<td>Sheila H. Granowitz</td>
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<tr>
<td>Liz Simendinger</td>
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<tr>
<td>Melissa Duncan, Superintendent’s Rep.</td>
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<td>Mayor Liz White</td>
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<td>x</td>
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<tr>
<td>Catherine Shaw, President</td>
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</table>
Correspondence
The continued OPRA requests from one patron have prompted more consultations with the Library Attorney. The Library Attorney and the BCCLS President advised that the records, which contain identifying patron information, are confidential and not subject to OPRA. The applicable law that precludes these records’ dissemination has been shared with the requesting patron on several occasions. A final response to this formal request is forthcoming. Additionally, the OPRA request from the same patron for Board of Trustees’ Monthly Meeting Minutes has been met.
A patron, whose borrowing privileges had been suspended, wrote a letter to the Library Administrator. The patron has been directed to the Library’s policies on the Library website.

Administrator’s Report
Statistics and Adult Program Report
Youth Services Programming Report
Circulation Trends
Traffic
Details are contained within the reports identified above, as prepared and furnished by Executive Administrator Patricia Durso and Library Director Alessandra Nicodemo.

The Trustees thanked Patricia Durso and the Library staff for a great job with the “Shakespeare in Our Park” event. The sound system was an excellent addition. The play was very well attended with 275 plus patrons and enjoyed by all.

Summer reading programs are going very well.

Committee Reports
1. Board Liaison to the Friends of the Library (FOL)
   Liaison: Sheila Granowitz and Liz Simendinger
   Current Financial Status: Bank Balance: $20,881
   Proceeds from Book Sales for the month of June were $479.
   *All figures stated are rounded to the nearest dollar.

2. Communications Committee
   Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger
   Chair: Liz Simendinger
   Report: Nothing new to report.

3. Facilities Committee
   Members: Audrey Flynn, Jill Webb and Mayor Liz White
   Chair: Audrey Flynn
   Report: Nothing new to report.

4. Finance Committee
   Members: Sandy Desmond, Audrey Flynn and Jill Webb
   Chair: Jill Webb
   Report: Nothing new to report.
5. **Human Resource Committee**  
   Members: Chris Martin, Catherine Shaw and Jill Webb  
   Chair: Chris Martin  
   Report: Interviews still being conducted for a couple of open positions.

6. **Nominating Committee**  
   Members: Sandy Desmond, Sheila Granowitz and Chris Martin  
   Chair: Sheila Granowitz  
   Report: Nothing new to report.

7. **Policies and Procedures Committee**  
   Members: Melissa Duncan, Chris Martin and Catherine Shaw  
   Chair: Melissa Duncan  
   Report: Policies remain available on the LML website for all patrons to view at any time.

8. **Strategic and Capital Planning Committee**  
   Members: Catherine Shaw, Melissa Duncan, Jill Webb and Liz White  
   Chair: Catherine Shaw  
   Report: Additional meetings between the strategic planning committee and FOL members are being planned.

**Mayor & Council Agenda Items**  
No representative present.

**New Business**  
Patty presented information related to the Library becoming a passport acceptance facility. Board members expressed interest in exploring the option.

**Unfinished Business**  
Patty discussed the process of how library books might get retired. An important part of the library maintenance is going through the inventory regularly and withdrawing older books 1) whose condition is poor or 2) that have not circulated in many years and offer no lasting value to the collection.

**Adjournment**  
The Board of Trustees’ meeting closed at 8:30PM on a motion by Sheila Granowitz and seconded by Melissa Duncan. All present voted in favor.

**Next Meeting:**  
Regular Business Meeting: Thursday, September 20, 2018 at 7:00PM

Submitted By:  
Sandy Desmond  
Secretary