

**AGENDA**  
**EAST HAVEN PUBLIC LIBRARY, INC.**  
**(HAGAMAN MEMORIAL LIBRARY)**  
**BOARD OF TRUSTEES MEETING**  
**JUNE 17, 2021 7:00 PM IN THE DEMAYO ROOM**

**AGENDA ITEMS**

1. Call to Order
2. Approval of Minutes: Library Board of Trustees Meeting of May 20, 2021
3. Special Agenda Items: None
4. Correspondence
5. Public Comment
6. Treasurer's Report: Month of May 2021: Financial Report, Town Report, Statement of Activity Report, and Hagaman Fund Statement  
Director's Report:
  - a. Monthly Statistics – May of 2021
  - b. Project Updates
7. Committee Reports
  - a. Executive Committee
  - b. Building Committee
  - c. Fundraising Committee
  - d. Camarota Estate Subcommittee
8. Old Business:
  - a. Capital Improvement Budget for FY 2019-2020 and for FY 2019-2020 to FY 2023-2024
  - b. Closing of the Library Due to the Coronavirus: (1) Decide How To Pay Library Staff Wages and Benefits during the Closing, and (2) Have a Plan, or Guidelines, in Place to Handle the Future Impact of the Coronavirus
  - c. Paycheck Protection Program from the Small Business Association under Section 7(a) of the Small Business Act Due to the Coronavirus Aid, Relief, and Economic Act (CARES ACT)
  - d. Approve Installation of New Telephone System
  - e. Library's FY 2021-22 Budget Proposal to the Town of East Haven
  - f. Approve Quote for Annual Heating Ventilation and Air Conditioning Maintenance Contract
  - g. Library Applying for Employee Retention Credit under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
  - h. Dissolve the A.J. Berman Memorial Fund To Be Used for the Emergency Repair of the Roof Project
  - i. Library's American Rescue Plan Act Grant Application to the Connecticut State Library

9. New Business
  - a. Approve Accepting Credit Card Payment in the Library's Online Catalog (Via Bibliomation's Evergreen Automated System) Using a Service called Stripe.
  - b. Revision to Employee Handbook, *Section 3, Your Pay and Progress, Direct Deposit*, Adding Rules and Procedures to the Section
  - c. Approve Revision of Meeting Room Policy with Reopening
  - d. Establishing Printing Costs from the Public Computers and for Copies Made at the Photocopiers with the Reopening of the Library
10. Executive Session: None
11. Adjournment

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk