**AGENDA**

**EAST HAVEN PUBLIC LIBRARY, INC.**

**(HAGAMAN MEMORIAL LIBRARY)**

**BOARD OF TRUSTEES MEETING**

**OCTOBER 21, 2021 7:00 PM IN THE DEMAYO ROOM**

**AGENDA ITEMS**

1. Call to Order
2. Approval of Minutes: Library Board of Trustees Meeting of September 16, 2021
3. Special Agenda Items: William D. Newman Vice President, Investments, Raymond James on the Library’s Investment Account with Raymond James
4. Correspondence
5. Public Comment
6. Treasurer’s Report: Month of September 2021: Financial Report, Statement of Activity, Town Report, Hagaman Account Summary, and Raymond James Account Summary
7. Director’s Report:
   1. Monthly Statistics – September of 2021
   2. Project Updates
8. Committee Reports
9. Executive Committee
10. Building Committee
11. Fundraising Committee
12. Camarota Estate Subcommittee
13. Old Business:
    1. Capital Improvement Budget for FY 2019-2020 and for FY 2019-2020 to FY 2023-2024
    2. 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
    3. 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)
    4. Approve Installation of New Telephone System
    5. Library Applying for Employee Retention Credit under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
    6. Dissolve the A.J. Berman Memorial Fund To Be Used for the Emergency Repair of the Roof Project
    7. Library’s American Rescue Plan Act Grant Application to the Connecticut State Library
    8. Approve Accepting Credit Card Payment in the Library’s Online Catalog (Via Bibliomation’s Evergreen Automated System) Using a Service called Stripe
    9. Helming & Company Proposal/Letter of Engagement for Preparing the 2020 Federal Income Tax Return (Form 990) for an Tax Exempt Organization
    10. Revision to Section 5, On the Job, to the Hagaman Memorial Library Employee Handbook
14. New Business
15. Executive Session: None
16. Adjournment

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk