

**EAST HAVEN MEMORIAL LIBRARY
BOARD OF TRUSTEE
MEETING MINUTES
FEBRUARY 16, 2011**

MEMBERS PRESENT

Eileen DeMayo
Kathleen Yuse
Maria Bronson
Sylvia DePalma
Stephen Haddon
Carol Scussel

MEMBERS ABSENT

Sue Stacey
Cathy Burgard
Anthony Vigliotti

ALSO PRESENT

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:00 pm. Introductions of the new members were made.
2. **Approval of Minutes:** The January meeting minutes were reviewed. Sylvia DePalma made the motion to accept the minutes as presented. Maria Bronson seconded the motion. The motion carried unanimously.
3. **Correspondence:** No correspondence received. Karen Jensen passed around a letter she wrote to the East Haven Police Dept. praising them and Det. Gilhuly for a job well done in catching the person who took a staff member's wallet and getting it returned to her.
4. **Public-Comment:** None
5. **Treasurer's Report:** January's treasurer's report was reviewed. Maria Bronson made a motion to accept the report as presented. Sylvia DePalma seconded the motion. The motion carried unanimously.
6. **Director's Report: Monthly Statistics:** The monthly stats were reviewed. Very little change, internet usage increased.

- Project Update:** The community room is the only project that is on going. See Old Business. **Other:** The library received a grant for a writing program. The project will be having EHHS students working with residents of the Village at Mariner's Point to create their memoirs. They will be published online through a program called Blurb. The take your child to the Library Day was a great success.
7. **Committee Reports:** None
 8. **Old Business:** **Community Room Addition:** The garage has been cleaned out by the public works dept. and the fencing is in place. Ground breaking will start next week. Estimated construction time is 3 months. At the January meeting some items were removed or changed to help lower costs. One item discussed was changing the framing of the roof from steel to wood. The architect advised not to make this change. After a brief discussion the board agreed to stay with the original plans for the roof. **Fundraising:** Leaves for the Tree of Knowledge are selling and the monthly raffles that have been held have been successful. This month a Kindle Fire is being raffles off.
 9. **New Business:** **Election of Officers:** The election of officers will be held in March. Maria Bronson and Sylvia DePalma are on the nominating committee. **New Board Member Handbook:** Karen Jensen printed up copies of an updated handbook for each board member. Sylvia DePalma noted that some of the policies had not been reviewed for a while and Stephen Haddon noted that the long range plan will end this year. Karen Jensen agreed and stated that a new plan needed to be created.
 10. **Other:** Judy Celone needs Eileen DeMayo or Kathleen Yuse to go to the bank for new signature cards so the new secretary and treasurer can be added to the accounts.
 11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:05 pm. The meeting was adjourned until March 15th, 2012.

Respectfully Submitted,

Lucille A Huelin, Board Clerk