

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 18th 2013**

MEMBERS PRESENT

Cathy Burgard
Eileen DeMayo
Sylvia DePalma
Michael Enders
Carol Scussel

MEMBERS ABSENT

Stephen Haddon
Lori Musco
Kathleen Yuse

ALSO PRESENT

Bruce George, Director
Judy Celone, Treasurer

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:12 pm.
2. **Approval of Minutes:** The June meeting minutes were reviewed. Cathy Burgard made a motion to accept the minutes as presented. Sylvia DePalma seconded the motion. The motion carries unanimously.
3. **Correspondence:** Director Bruce George shared a letter with the Board from patron, Thomas Perrone expressing his gratitude for the exceptional service provided by Cindy Gwiazda. The letter was accompanied by a generous gift to the library.
4. **Public comment:** None
5. **Treasurer's Report:** Treasurer Judy Celone stated that the Treasurer's report is not yet available.
6. **Director's Report:**
 - Monthly Statistics:** The statistics for June were reviewed. Bruce noted that both adult and children's programs have been very well attended. Sasha was successful in securing three grants to help finance the Summer Reading Program.
 - IRS status:** Bruce has been in touch with the IRS to find out if there is any way to expedite our application to reinstate our tax exempt status. At this time, due to circumstances beyond our control, this does not seem possible.
 - Project updates:** Bruce reported on his recent meeting with Bruce Tuttle, Architect, about several issues involving completion of the DeMayo Room, leaks, and landscaping. Bruce also reported on his recent correspondence to the town concerning regular maintenance of AC and

heating units. He has not received a response from them. The Board will write a letter to the Mayor's office requesting prompt action on this issue and better communication in the future.

Water meter: Bruce is looking into the reason for the library's exceptionally high water bills. He requested help from the town and is still waiting for a response. The Water Authority will schedule another visit try to discover the source of the problem.

Community Room lock: Bruce recommended that the board approve the purchase of a double lock for the door between the Community Room and the rest of the library. Sylvia DePalma moved to approve the purchase and Eileen DeMayo seconded. The motion carried unanimously.

Falling plaster in Front Room ceiling: Bruce reported that a large section of plaster recently fell from the ceiling in the front room. There are also cracks in the rest of the ceiling. He will investigate the roof framing to see if that is the source of the problem.

Landscaping: Tuttle recommended that landscaping be postponed until the fall when the weather is cooler.

Security and Anti-theft Systems: Bruce is getting quotes of security systems. He is also investigating various anti-theft devices.

7. **Committee Reports:** None

8. **Old Business:** None

9. **New Business:**

Volunteers: Bruce would like to create a policy for library volunteers. He recommends consulting with the town attorney to determine liability issues and procedures for background checks.

Staff Development: Bruce asked the Board to authorize him to close the library for a half day at the end of August for staff development. Carol Scussel moved to approve and Eileen DeMayo seconded. The motion carried unanimously.

Vacancy on the Board: Eileen De mayo will approach Mayor Maturro about filling the two vacancies on the Board as soon as possible.

10. **Executive Session:** At 8:11 the Board went into executive session to discuss personnel issues and an Employee Discipline Policy.

11. **Other:** None

12. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:35pm. The next meeting will be held on August 15th.

Respectfully submitted
Cathy Burgard, Secretary