

**HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
AUGUST 27, 2013**

**MEMBERS PRESENT**

Sylvia DePalma  
Carol Scussel  
Stephen Haddon  
Michael Enders  
Eileen DeMayo

**MEMBERS ABSENT**

Cathy Burgard  
Kathleen Yuse  
Lori Musco

**Also Present**

Bruce George, Library Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk  
John Steinberg – ADP Associate District Manager

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:15 PM.
2. **Presentation:** John Steinberg from ADP presented a proposal for a new payroll system. This will be a new computerized system that will handle payroll, reports, state unemployment insurance issues, library handbook and other needs for the library regarding our payroll. After a brief discussion and questions to John, Stephen Haddon made a motion to accept the ADP proposal and to switch the library's payroll system over to ADP as of September 13<sup>th</sup>, 2013. Sylvia DePalma seconded the motion. The motion carried unanimously. John will meet with Judy Celone on Friday to start the process of switching to ADP.
3. **Photocopier Contract:** Bruce George made a presentation regarding his research for a new copier. After having compared 4 to 5 different companies, Bruce recommended that the Library sign a contract with Prism. The current lease cost \$380.00 per month for one copier, Prism's lease will be for \$293.00 per month for a 5 year lease for two copiers. They will buy out the lease on the old copier and send it back to the company. Bruce George feel the benefits included this contract could save the library about \$1500.00 a year.

Bruce did state that before this contract is signed it should be given to the town attorney for review. Sylvia DePalma made a motion to accept the Prism proposal for leasing 2 new copiers, with a 5 year lease, pending the approval of the town attorney. Carol Scussel seconded the motion. The motion carried unanimously.

4. **Adjournment:** Eileen DeMayo adjourned the meeting at 7:45 PM. The meeting was adjourned until September 19<sup>th</sup>.

Respectfully Submitted,

Lucille Huelin, Board Clerk