

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
MARCH 20, 2014**

MEMBERS PRESENT

Sylvia DePalma
Katherine Klarman
Eileen DeMayo
Noah Cifarelli
Lorena Venegas
Carol Scussel
Stephen Haddon
Michael Enders

MEMBERS ABSENT

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Cynthia Gwiazda
John Gwiazda
William DeMayo

1. **Call to order:** Eileen DeMayo called the meeting to order at 7:01pm.
2. **Approval of Minutes:** The minutes from the January meeting were review. Bruce George noted two errors; item #6 under Library services, Mr. Hagaman's coin collection was featured in the history program, and in item #8 Two companies are being considered for the camera security system and Associated Security of Hartford was the second company. Sylvia DePalma made a motion to accept the minutes with the two corrections. Katherine Klarman seconded the motion. The motion carried unanimously.
3. **Executive Session:** The regular meeting was adjourned at 7:05 pm. So the board could hold an executive session to discuss personnel matters. The regular meeting was resumed at 7:19 pm.
4. **Correspondence:** Bruce George presented a letter that he wrote to Paul Rizza, the town Finance Director asking for an appointment to meet to discuss the Library's medical insurance costs and shortfall for the 2013-2014 budget. Eileen DeMayo noted that she had received a letter of resignation from Cathy Burgard. We are sorry to see her leave she will be missed.

5. **Public Comment:** None
6. **Treasurer's Report:** The treasurer's reports were reviewed. There were some questions regarding the insurance account and the shortfall. Sylvia DePalma made a motion to accept the treasurer's reports as presented. Noah Cifarelli seconded the motion. The motion carried unanimously.
7. **Director's Report:**
 - a. Monthly Statistics were reviewed. Bruce George noted that circulation was down over the same period last year, but internet use and the downloading of books has increased. This is the first time an increase has been seen in the downloadable books. The winter weather may be to blame.
 - b. Bruce George is working with Bibliomation on upgrading the library's network system for computers.
 - c. Bruce George attended the budget workshop on March 6th. The major issue is the insurance bill for Anthem Blue Cross. This account is currently over budget and this will continue into the new fiscal year if not address. See New Business.
8. **Committee Reports:** None
9. **Old Business:** **Security Systems:** Bruce is working on issues with both the video surveillance system and the detection system, he would like to table this item until the April meeting. Katherine Klarman made a motion to table this item until the April meeting. Lorena Venegas seconded the motion. The motion carried unanimously.
10. **New Business:** **a) 2014-2015 Budget:** The Mayor's proposed budget cuts funds from several of the items on the Library's budget, health insurance and salaries are two of them. The health insurance account is already underfunded because of previous cuts. The budget will go before the Town Council in April. At this time Bruce George will need to make a presentation to the Town Council with justification for the increases that he has requested. Bruce will contact all board members with the date of this hearing and hopes that all board members will be able to attend. **b) Health Insurance-2014 budget;** Due to cuts in the past couple of years by the town to the health insurance account, the library has a shortfall of approx. \$18,000. The library has been able to pay the 1st installment on this bill with monies they had because of the previous director leaving. If the library has to pay the other half the money will have to be taken from the books and equipment account causing problems for the

library and staff. Bruce would like a letter to come from the Board to the Board of Finance explaining the steps the library has taken to cover half of the shortfall and to ask the town to cover the second half of the shortfall. After a brief discussion it was agreed that a letter would be sent and it would be sent to the Mayor, Art DeSorbo and the Board of Finance.

2014-2015 Budget: The insurance issue will continue to be a problem for the library if the cost can't be reduced, Bruce has met with Katherine Klarman who is a representative for Anthem Blue Cross. Katherine is working on some proposals and options to present to the library. Bruce is also working with the New England Health Insurance Group and he is going to talk with the Affordable Health Care Exchange to explore other options. The Board agreed to allow Bruce to give some basic information regarding the staff to these groups so they can work up cost proposals. Also the Board will need to review health insurance and costs yearly. C) **Accounting Services:** During some of the talks that Bruce George has had with Paul Rizza regarding the insurance issue it has been made clear that the town does not feel the Library accounting system is effective. Bruce would like to contact a few accountants to get estimates for having an accountant come in to evaluate the current system and make suggestions for improvement. The Board agreed to have Bruce get some quotes. D) **Election of Officers:** Sylvia DePalma, Lorena Venegas, and Stephen Haddon agreed to be the negotiating committee to select new officers for the Board. E) **Putting Board Resolutions/Motions in Minutes:** This item was overlooked no discussion took place. F) **P/T Library Aide:** One of the part time library aides has taken on new responsibilities and a new job description needs to be written. Bruce is still working on this item. G) **Materials Recovery Program Policy:** Bruce and the staff are working to improve the process used to track and recover overdue books. The current system is being reviewed and updated. When this process is complete a new policy will have to be put in place and the Board may consider looking into a Materials Recovery Program, which is a type of collection agency for libraries.

11. **Other: Capital Improvements:** Bruce George received a letter from the town regarding capital improvement funds for some projects. Bruce told the Board that he was going to write up a proposal for the elevator to make it ADA compliant. There may be some state funds

available also. Stephen Haddon that Bruce include the security cost with the capital improvement request.

12. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:44 pm. The meeting is adjourned until April 27th.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk