

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
APRIL 17, 2014

MEMBERS PRESENT

Sylvia DePalma
Katy Klarman
Noah Cifarelli
Lorena Venegas
Stephen Haddon
Michael Enders

MEMBERS ABSENT

Eileen DeMayo
Carol Scussel

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. Call to Order: Sylvia DePalma called the meeting to order at 7:08 pm.
2. Approval of Minutes: A correction was made to the minutes, the date was wrong, it should have been March not January. **Motion #1 see attached.**
3. Correspondence: Bruce George had two letters one from the board to the Board of Finance, read by Sylvia DePalma, the other from the Board to Paul Rizza regarding Capital Improvements, read by Lucille Huelin. Bruce has spoken to Kathy Tonelli who is a former Library Board member and is now on the Board of Finance, she told Bruce she would try to help with the health insurance issue.
4. **Public Comment**: None.
5. **Treasurer's Report**: The Board reviewed the report. Sylvia DePalma had some questions regarding the telephone account which is running short. Judy Celone that there was three more months in this fiscal year and the electricity and gas accounts may be able to cover the telephone account. Judy also reviewed the investment accounts with the Board. After a brief discussion it was agreed that

Sylvia DePalma will contact the representatives from the bank that handles the Haganan Funds and set up a meeting for the board.

Motion #2 see attached.

6. **Director's Report: Monthly Statistics:** The statistics for March were reviewed. Circulation was up over this period last year. Children and Adult statistics, Internet sessions, down loadable books and program attendance had all gone up. Cindy, Sasha and Fawn have all been working very hard at bringing in good programs that have been well received. **Project Updates:** None at this time.
7. **Committee Reports:** None
8. **Old Business:** a) **2014-2015 Budget Request:** Bruce George, Stephen Haddon and Lorena Venegas all attended the Town Council Budget meeting. The need for funds for computers, programs and health insurance were discussed. The Council had questions and Mr. Rizza stated that he has never seen any finance reports from the library and he would be requesting those records. After a lengthy discussion the board agreed that another meeting with the board of finance was needed. Bruce George recommended that the board appoint Carl Helming of Helming Accounting Firm to review the finances of the library and help make a presentation to finance and to handle the form 990 that needs to be done yearly. The Board asked Bruce George to talk to Carl Helming and to get an estimate for the work that is needed and to bring it back to the board in May. b) **Health Insurance, 2013-2014 Budget and 2014-2015 Budget.** The current health insurance budget is short approx. \$9,000. This issue is being looked at by the board and will be discussed with the Finance Board again. Bruce George has been doing some research will several insurance companies including looking into the Affordable Health Care system and considering becoming a small employer instead of staying under the town's system. Bruce's recommendation is to stay with Anthem through the town and he is working with Katy Klarman who is a representative for Anthem Blue Cross. Motion #3 see attached. c) **Accounting Services:** Discussed under Budget request. d) **Negotiation Committee; New Slate of Officers:** The new slate of Officers for 2014-2015 were presented by Stephen Haddon. The slate as presented:

Chairperson	- Sylvia DePalma
Vice-Chairperson	- Katy Klarman
Treasurer	- Michael Enders
Secretary	- Lorena Venegas

Sylvia DePalma cast one vote in favor of this slate. Congratulations to all the new officers. Stephen Haddon spoke about Eileen DeMayo and the number of years that she has served on the Library Board and her dedication to the library. He made the suggestion that a new position be created for a Chairperson Emeritus in perpetuity and he nominated Eileen DeMayo for this position. **Motion #3 see attached.** Lorena Venegas will send a letter to Eileen DeMayo. **E)**

Resolutions/Motions: Bruce George requested that resolutions and motions made during board meetings be written into the minutes in a different form. The change will be effective immediately. **F) P/T**

Library Aide: Bruce George will bring this back to the board. **G)**

Materials Recovery Program: The staff is working on creating new ways to track and recover books.

9. **New Business:** **A) Nomination of Officers:** see item d under Old Business. **B) Membership to the Association of Connecticut Library Boards:** This membership had not been renewed in the past few years and Bruce George would like the board to become members again. The Board agreed, Judy Celone will handle the application and dues. **C) Letter to Mayor:** Bruce George presented a letter to the Mayor regarding the needed repairs to the Library and a remedy to the need for more parking spaces. The board members signed the letter. **D) Five Year Capital Improvement:** Bruce has written a request for funds from the town's capital improvement funds. The request includes monies for security cameras, security system, bringing the elevator up to ADA standards and an event sign for the front of the building. Bruce will keep the board informed on what happens to this request.

10. **Other:** None

11. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:52pm. The meeting was adjourned until May 15th.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

Motions Made – April 17th meeting.

Motion # 1. A motion was made by Katy Klarman to accept the minutes with the correction regarding the date. Lorena Venegas seconded the motion. The motion carried unanimously.

Motion # 2. A motion was made by Michael Enders to accept the Treasurer's report as presented. Katy Klarman seconded the motion. The motion carried unanimously.

Motion # 3. A motion was made by Stephen Haddon to create a new position of Chairperson Emeritus in perpetuity and he nominated Eileen DeMayo for the position. Sylvia DePalma seconded the motion. The motion carried unanimously.