

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
MAY 15TH, 2014**

MEMBERS PRESENT

Sylvia DePalma
Michael Enders
Lorena Venegas
Stephen Haddon
Katy Klarman

MEMBERS ABSENT

Eileen DeMayo
Carol Scussel
Noah Cifarelli

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk
Cynthia and John Gwizada
Fawn and Gerald Gillespie
Darleen Hood

1. **Call to Order:** The meeting was call to order by Sylvia DePalma at 7:15 pm.
2. **Approval of Minutes:** The library minutes from the April 17th meeting were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** Some of the library staff were present and wanted to voice their concerns regarding the changes in the medical insurance. Katy Klarman, a representative from Anthem Blue Cross, had met with the staff and Bruce George earlier in the week to discuss the different insurance policies that could be available for them. Bruce George explained that there were three types, the current policy, Blue Care and a HRA policy. Each has different co-pays and deductibles. The staff that was present stated that they were speaking on behalf of all the library employees, they thanked Katy Klarman for her help and said she did an excellent job of explaining the insurance to them. They were at the meeting because they wanted to express their concerns and to make sure that the whole board understood which policy they would prefer to have and why.

4. **Correspondence:** Bruce George reviewed several letters, one from Paul Rizza requesting a monthly finance report be submitted to him and a letter from Josephine Garofalo from Bank of America regarding the funds disbursement from the Hagaman Fund. Bruce also had three letters he sent out. A letter to Brian Savo, the Chairperson for the American Disabilities Act Commission regarding whether or not the two community rooms and the elevator are ADA complaint, a letter to Paul Rizza regarding the monthly expenditure reports and a letter he sent to the Mayor and the Board of Finance regarding the transfer of funds to cover the health insurance bill.
5. **Public Comment:** None
6. **Treasurer's Report:** The Treasurer's report for April was reviewed. **Motion #2 see attached.**
7. **Director's Report:** **Monthly Statistics:** The monthly statistics were reviewed. The statistics had increased this month, only the circulation of books was down slightly. The WWII program, the AARP tax return program and the children's spring break program are only a few of the very successful things that Cindy, Sasha and Fawn have brought to the library and they have many more coming up in the next few months. **Project Updates:** Bruce George has met with an architect to try and get some idea as to what has to be done to make the elevator ADA compliant. An architect's plan would be needed to get a State Library Grant for the elevator project. Stephen Haddon suggested that the board approach the Urban Renewal Commission to see if they can help. Stephen will contact them to see if any funds may be available and to find out what the Library will need to do to apply for those funds.
8. **Committee Reports:** None
9. **Old Business:** A) 2014-2015 Budget Request: The budget was approved. Bruce George suggested that a letter be sent from the board to the Town Council thanking them for the budget they set. Lorena Venegas will write and send that letter. B) Health Insurance Costs: Bruce George has sent a letter to the Mayor and the Board of Finance regarding the transfer of funds into the health insurance account. There will be a Finance Board meeting on May 21st, and the library is required to be there to present justification for the transfer. Bruce George will go and he has asked some of the board members to attend with him. Stephen Haddon, Sylvia DePalma and Katy Klarman will go. As stated in item #3 there had been discussions between the library staff, Bruce George and Katy Klarman, as a

representative from Anthem Blue Cross, on the Insurance issue. Due to issues with the cost of the Library's medical policy in the past, starting with the 2014-2015 budget year, the Library needs to change either their type of policy or they need to start collecting co-payments from the employees to reduce the cost of the insurance. After a lengthy discussion in which all options and costs were discussed and the staff's concerns taken into consideration a decision was made and voted on. **Motion #3 see attached.** May 31st was set as the sign up deadline. The insurance coverage would start July 1, 2014 and be in effect for one year. C) Accounting Services: The proposal from Helming & Co was received too late for this meeting so this item was tabled until the June meeting. D) Part-time Library Aide: This is still being worked on and will be tabled until the June meeting. E) Materials Recovery Program: This item is also still being worked on and was tabled until June. F) Letter to the Mayor regarding Building and Parking Lot repairs: This also will be discussed next meeting. G) Five Year Capital Improvement: Bruce George is waiting on Paul Rizza to respond.

10. **New Business:** A) IRS-Tax Status: The application is still in process. This is becoming a problem because the Hagaman Fund disbursements and grant applications can't be done until the tax exempt status is reinstated. Bruce George has tried to get an answer as to where the library stands in this matter but has gotten no answer. Sylvia DePalma will call and try to get this matter resolved. B) Committee for review of employee's handbook: Bruce George has requested that a committee be formed to review the handbook. Due to some changes in the library, such as the insurance, and the handbook not having been reviewed in a few years, Bruce feels it is time to go over some of the policies. The board agreed that they will set up a committee at the June meeting and start work on this. C) Network Upgrade: The Library's network system is not working well, the system is old and there are too many problems. Bruce George has been working with Bibliomation to upgrade the system, there is a grant that can be applied for through Bibliomation from the Community Foundation. Bruce would like the Board's approval to work with Bibliomation to apply for these funds. **Motion #4 see attached.** D) Second UVerse Line: Bruce George in continuing to upgrade computer systems would like to replace a second DSL line with another UVerse line. This would cost about \$40 to \$55 per month but would reduce cost overall. It would also separate the

public line from the line used by the Library staff. **Motion #5 see attached.** E). Monthly Expenditure Report: As stated in item #4 Bruce George has received a request from Paul Rizza that a monthly expenditure report be submitted to him each month. Judy Celone handed out a copy of what the library would be submitting each month. After a brief discussion the report was approved. Judy was asked by the board members to add estimated costs for the next two months and this would be the report given to the Board of Finance on May 21st. F) The disbursement of the Hagaman Trust Fund would be used as usual to purchase new books. If an extra disbursement does come through because of some investment changes by the bank, then he will use those funds to pay for the IRS filing every year. In regards to this, Sylvia DePalma had contacted the bank to have representatives come to speak to the board about the fund, due to vacations and summer coming, Sylvia will call and schedule a meeting for the fall.

11. **Other:** None
12. **Executive Session:** The Board adjourned at 9:00pm to go into executive session to discuss a personal matter. The board resumed the regular meeting at 9:25 pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:27 pm. The meeting was adjourned until June 19th, 2014.

Respectfully Submitted
Lucille Huelin

Lucille Huelin, Board Clerk

Motions Made – May 15th, 2014 meeting

Motion #1. A motion was made by Michael Enders to accept the minutes from the April 17th meeting as presented. Lorena Venegas seconded the motion. The motion carried unanimously.

Motion #2. A motion was made by Lorena Venegas to accept the Treasurer's Report as presented. Michael Enders seconded the motion. The motion carried unanimously.

Motion #3. A motion was made by Stephen Haddon to make a change to the Library's medical insurance. The Library will stay under the town's insurance but will offer two types of coverage, the Blue Care Plan and an HRA Plan. The new insurance will be in effect from July 1, 2014 to June 30, 2015. Michael Enders seconded the motion. The motion carried unanimously.

Motion #4. A motion was made by Stephen Haddon to give Bruce George the authority to work with Bibliomation on getting a grant from Community Foundation to upgrade the Internet Networking system in the library. Katy Klarman seconded the motion. The motion carried unanimously.

Motion #5. A motion was made by Lorena Venegas to approve the installation of a second UVerse line, changing it from a DSL. Michael Enders seconded the motion. The motion carried unanimously.