

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
AUGUST 21, 2014**

MEMBERS PRESENT

Sylvia DePalma
Michael Enders
Katy Klarman
Lorena Venegas
Carol Scussel
Stephen Haddon

MEMBERS ABSENT

Eileen DeMayo
Noah Cifarelli

ALSO PRESENT

Bruce George, Library Director
Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:11 pm.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Bruce George asked that under old business item (f) be removed out of the minutes, I will amend the minutes, and Lorena noted that under new business item (d) it was Michael Enders and not Lorena who made the motion. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** A letter was received from Dianne Shute of Old Stone Church regarding our parking notice in the Meeting Room Use Policy. After a brief discussion the Board agreed to remove this line from the policy. Letters were also received from the Connecticut Library Board Association, and Dana Proto, library patron. Bruce also received a copy of the Town's Adopted Budget for 2014-2015.
5. **Public Comment:** None
6. **Treasurer's Report:** The Treasurer's report for June and July were reviewed. Bruce George noted there was an adj. made to the June report for monies received from the town for the insurance payment. **Motion #2, see attached.**
7. **Director's Report: Hand Book:** Bruce George handed out The Board of Trustee's Handbook to those members that did not have one. The book contains the library policies, the by-laws, the strategic plan and the library budget. **AJ Memorial Account:** Notice had been

received by Bruce George from Nationwide Funds that there was an account held by them under the name of AJ Memorial Fund. This account was frozen by the bank because there had been no activity for a long period of time. Judy Celone called and had the account reactivated, Sylvia DePalma will follow up with Nationwide Funds.

Monthly Statistics: Bruce George noted that circulation was down slightly over last year, children's library and internet use is up over last year and the attendance at all programs have increased. All programs have been very successful. **Historic Registry:** Bruce George has been researching this matter. At this date Bruce recommends that the library Board follow the process set out by the town attorney to place the library on the state historic registry.

Motion #3, see attached.

Small Cities Grant: Bruce George reviewed his meeting with Art DeSorbo regarding this grant. Since Mr. DeSorbo's passing Bruce has been directed to talk with Larry Wagner Associates to help pursue this grant. Bruce will be meeting with Housing & Urban Development Commission on the Small Cities Grant and will come back to the board in September. **Technology:** The electrician will be here on August 26th to do the tracing of the cable network. Problems with the internet have been corrected and a 2nd line has been put in. Cost is covered by the telephone account. **Community Room:** Now that the locks have been fixed on the community room, it can be used after library hours, Bruce has some reservations on allowing this room to be used after the library is closed and stated several problems that could occur, he would like the paragraph regarding the rental of the room eliminated from the Meeting Room Use Policy.

After a brief discussion a motion was made. **Motion #4, see attached.** **Repairs:** The elevator is being repaired the parts are being ordered and they should be in at the end of August or the beginning of the September. The AC is being repaired.

8. **Committee Reports:** Michael Enders is working with Noah Cifarelli on the employee's manual
9. **Old Business:** (a) **Capital Improvement:** A five year plan was submitted to the town. The elevator repairs will be separated from the list of improvement requests submitted to the town. (b) **Employee Manual Committee:** See committee reports. (c) **Network Upgrade:** Approved at previous board meeting. (d) **ADA:** See Director's report. (e) **Job Description:** After a brief discussion the job description for the Full-Time Library Specialist with Interlibrary

Loan Responsibilities and as a Reference Librarian for Special Projects was approved. **Motion #5, see attached. (f) 2014-2015 Budget:** Budget was reviewed and special items on budget noted. **(g) Director's Evaluation:** Board members will meet after the September 18, 2014 meeting to discuss the evaluation. **(h) Online Accounting System:** The online accounting system is up and running and is working well. Judy Celone has 24/7 support for the system. **(i) Staff Compensation:** After a brief discussion it was agreed that Bruce George will give small compensation checks to the employee as soon as they are ready.

10. **New Business: (a) Form 990:** After a brief discussion on this matter, Bruce George recommended the Board hire Helming and Co. to file Form 990 with the IRS at a cost of no more than \$3,000. He would also like to have specific numbers listed in the report. **Motion #6, see attached. (b) Meeting Room Policy.** See correspondence. **(c) Correctional Enterprise:** Bruce George stated some of the furniture and shelving in the library needs to be repaired and he would like to hire the Correctional Enterprise of Connecticut to do the repairs. He has a quote of \$1640.00 for the repairs and the money would come from the contingency fund. **Motion # 7, see attached.**
11. **Other:** Sylvia DePalma will contact the bank for the Hagaman Fund and set up a meeting for October.
12. **Executive Session:** The regular meeting was adjourned to go into executive session on a personal matter, at 8:30 pm. The regular meeting was resumed at 8:46 pm.
13. **Adjournment:** The meeting was adjourned by Sylvia DePalma at 8:47 pm. Meeting adjourned until September 18, 2014.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made - August 21, 2014 meeting

Motion # 1. A motion was made by Michael Enders to approve the minutes from July with corrections as stated. 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 Michael Enders to start the process with the town to put the Library on the State's Historic Registry. Carol Scussel seconded the motion. The motion carried unanimously.

Motion #4. A motion was made by Carol Scussel to have paragraph 9, under item #2 removed from the Hagaman Memorial Library Meeting Room use policy. This paragraph regards the use or rental of the room after library hours. Stephen Haddon seconded the motion. The motion carried unanimously.

Motion #5. A motion was made by Katy Klarman to accept the new job description for the Full-time Library Specialist. Lorena Venegas seconded the motion. The motion carried unanimously.

Motion #6. A motion was made by Sylvia DePalma to hire Helming & Co to file the 990 Form to the IRS at a cost of no more than \$3,000.00. Katy Klarman seconded the motion. The motion carried unanimously.

Motion #7. A motion was made by Michael Enders to hire Correctional Enterprise of Connecticut to make repairs to furniture and shelving at the library. Lorena Venegas seconded the motion. The motion carried unanimously.