

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 15, 2015

MEMBERS PRESENT

Sylvia DePalma
Katy Klarman
Michael Enders
Stephen Haddon
Carol Scussel
Ronald Whitney

MEMBERS ABSENT

Eileen DeMayo
Lorena Venegas
Noah Cifarelli

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 7:04 pm.
2. **Approval of Minutes:** The minutes from November 2014 were reviewed. Bruce George noted under the Director's Report, item G did not state that the IRS 5500 form was completed at that time. Under Other Business the computer center near the children's library is available to the teen after 3:00 pm and the adult before that. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** A thank you note was received from Susan Muro regarding the Staff Christmas party. The IRS sent a receipt for materials received for the Form 5500.
5. **Public Comment:** None
6. **Treasurer's Report:** The reports for November and December were reviewed. Bruce George noted a few items in the report and a brief discussion was held. At the half way point in the fiscal year all accounts are good. **Motion #2, see attached.**

7. **Director's Report:** a) **Monthly Statistics:** Statistics for November and December were reviewed. Bruce George summarized the statistics for circulation, Public Wi-Fi Sessions, and Library Programming and Meetings. Cynthia Gwizada, Sascha Gardiner and Fawn Gillespie have done an outstanding job of bringing in great programs for all the patrons of the library and continue to work hard to bring in future programs. b) **Water Bill:** The Library's water bill for August to November 2014 was very high. After some investigation and research Bruce George was able to determine that the water sprinklers were not turned off until November, watering the lawn until then. The Public Works Dept. believe that kids had turned the water back on after it was turned off. The water and sprinkler system have been turned off. This bill will impact the budgeted amount in that account. **Teen Advisory Group:** Directed by Sarah Mallory, the Teen Advisory Group is one of 15 groups across the country to receive the Teen Top-Ten Grant from the Young Adult Library Services Association. This is a two year grant and the group will be reviewing teen books prior to their publications and will be able to give reviews to the publishers. **Library Technology:** Library Computer Network and upgrading project is still in the works. Bruce George has been working with Bibliomation, CEN, Frontier Communications and Total Communications to try and find the best way to upgrade the library to Fiber-Optics cabling at the most reasonable cost. Bruce will keep the board informed. **Library Building:** Bruce George meet with Sal Brancati, Director of Administration and Management. Sal is interested in working with Bruce and a small cities grant to help with a new elevator. New specifications are needed for this project and Sal wants the Library to handle this. Bruce will be looking into a state library grant for \$30,000 which would pay for a new study because an outside elevator will have a big impact on the entire library. Bruce will continue to look into this matter.

Community Room Sound System: The Audio system in the DeMayo community room has never worked properly. After many discussions with the company that installed the system Bruce George has recommended that we no longer work with them. He has been working with Hearing Loop Systems of CT and they can put in the correct wiring and audio systems for approximately \$1,431.00. Judy and Bruce have determined that there is still some money in the Building Fund used for the community room and it can be used to do this work. **Motion #3, see attached.**

8. **Committee Reports:** None

9. **Old Business:** b) **Bulk Mailing:** Work in progress. c) **Fiber Optic:** Discussed in Director's Report. d) **2015-2016 Budget:** The town has requested the proposed budget be sent to the Mayor by February 3rd. Bruce George presented his proposals for budget to the board for review. Discussion was held on each item, the board made their recommendations and Bruce will hand in the agreed upon budget in February.

10. **New Business:** a) **Library Opening:** Due to a special program the board agreed to allow the library to open at 9 am on June 13, 2015. b) **Job Description:** After a brief discussion the board agreed to the new job description for the Reference, Local History and Archival Librarian. c) **Paid Holiday:** The 4th of July holiday will fall on a Saturday in 2015. After discussions with the library staff, Bruce George requested that the Library be closed on July 3rd for the holiday. **Motion #4, see attached.**

11. **Other:** None

12. **Executive Session:** None

13. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:35 pm. The meeting was adjourned until February 19, 2015.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made on January 15, 2015

Motion #1. Michael Enders made a motion to accept the November 2014 minutes with the corrections stated. Katy Klarman seconded the motion. The motion carried unanimously.

Motion #2. Sylvia DePalma made a motion to accept the Treasurer's Report as presented. Carol Scussel seconded the motion. The motion carried unanimously.

Motion #3 Carol Scussel made a motion to allow Bruce George to hire Hearing Loop Systems of CT for repair and replace the audio sound system in the DeMayo Community Room at a cost of \$1431.00. The money is to come from the Building Fund. Katy Klarman seconded the motion. The motion carried unanimously.

Motion #4 Carol Scussel made a motion to close the Library on July 3rd for the fourth of July Holiday which falls on Saturday in 2015. Ronald Whitney seconded the motion. The motion carried unanimously.