

**EAST HAVEN PUBLIC LIBRARY INC.  
HAGAMAN MEMORIAL  
BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 19, 2015**

**MEMBERS PRESENT**

Carol Scussel  
Michael Enders  
Stephen Haddon  
Ronald Whitney  
Lorena Venegas  
Sylvia DePalma

**MEMBERS ABSENT**

Eileen DeMayo  
Katy Klarman  
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 7:00 pm.
2. **Approval of Minutes:** Minutes from the January 2015 meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** There were four items that Bruce George reviewed. A letter from IRS regarding the late filing of the Form 550-SF, a letter from the Association of CT Library Boards regarding their services and projects, a letter from USPS approving the bulk mailing permit and a letter from the IRS regarding the library's legal name
5. **Public Comment:** None
6. **Treasurer's Report:** The January Financial Statement, the Town Report and the Quarterly Investment Fund report were reviewed. Bruce George noted a loss in the last quarter for the Hagaman Fund. Bruce George also requested the Boards approval on using the summary activity report each month instead of the complete registry list. The registry list will always be available for review. Board approved this request. **Motion #2, see attached.**
7. **Director's Report: Monthly Statistics:** There was a brief review of the January Statistics. Overall circulation was down slightly mainly due to bad weather and closings of the library. Internet usage has

increased. Programs and program attendance is good. **New Programs:** Cynthia Gwiazda and Fawn Gillespie received a CT Humanities Grant to fund 3 poetry events in March, April and May. Sascha Gardiner will start an after school math club called Crazy 8s for grades K-2 in April. **Community Foundation Grant:** Bruce George attended a Webinar offered by the Community Foundation of Greater New Haven, he realized that the upgrades for Fiber Optics cabling by Bibliomation does not qualify for their grant. Bruce will be attending other Webinars and will continue to look into other grants that might be available. **Computers:** Bruce George met with Randel Osborne, IT Director for the East Haven Public Schools. Bruce learned about the schools leasing program for computers, is looking in the Chromebooks that the school system uses and is looking into e-rates, which is a discount program that the school uses for telecommunication costs. **Bulk Mailing:** The bulk mailing permit was approved. There had been a small problem with the legal name of the library, but for now that has been remedied by using QuickBooks Online. **Legal Name:** In the past several months in dealing with the IRS and trying to set up Bulk Mailing Bruce George has discovered that the Library uses two names. The legal name registered with the Secretary of State's Office is East Haven Public Library Inc., the IRS uses Hagaman Memorial Library as a DBA. The post office wants the legal name on all minutes, correspondence etc. Bruce has asked the Board's approval in changing the articles of incorporation and all other statements and minutes to East Haven Public Library Inc. **Motion #3, see attached. Bibliomation and CT State Library:** Bruce George included in this week's packet two letters one is a newsletter from Bibliomation for board members to read and the other is from the CT State Library regarding workshops that they will be holding and he is encouraging all members to attend some of the workshops. **Computer Breach:** On February 3, Fawn Gillespie discovered that her computer had been used to view inappropriate materials. This took place on Friday evening January 30<sup>th</sup>. Through research with Bibliomation and talks with the Cleaning Services' Director it was discovered that one of the cleaning crew was responsible. That person has been removed and Bruce George is working with the town's IT person to reset the backup system so that all machines can be turned off at the end of the day.

8. **Committee Reports:** Michael Enders has been working on the Employee Manual and he will be meeting with Bruce George to discuss the issue.
9. **Old Business:** **Bulk Mailing:** see Director's report, **Fiber Optics:** see Director's report, **Town Budget:** The 2015-2016 Budget proposal was sent to the town on February 3<sup>rd</sup>. There was a \$30,252.00 increase in the overall budget. This amount takes into account the increases in a minimum wage increase and health insurance increases. Bruce George also asked for this coming fiscal year, board members attend and speak at one or two town council meetings to help keep the council informed about things happening in the library and communication lines open. **Library Opening:** This item was approved in the January meeting and Bruce George just wanted the board to be aware that he sent a letter to the Old Stone Church because that is also the day of their fair and parking may become a problem.
10. **New Business:** **Strategic Plan:** Bruce presented a short strategic plan for February 2015 to June 2016, this covers some of the goals for the next year. He has asked the board to review it and vote on the plan in March. **Library Name:** see director's report. **Job Description, Children's Library:** Board members reviewed and discussed a revised job description for the Children's Librarian. **Motion #4, see attached.**
11. **Other:** None
12. **Executive Session:** Personal Matter: The regular meeting was adjourned at 7:50 pm to go into executive session. The regular meeting was resumed at 8:25pm. The meeting was then adjourned at 8:25 pm. The meeting was adjourned until March 19<sup>th</sup>, 2015.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

### **Motions made on February 19, 2015**

**Motion # 1.** Michael Enders made a motion to accept the minutes as presented. Ronald Whitney seconded the motion. The motion carried unanimously.

**Motion # 2.** Lorena Venegas made a motion to accept the Treasurer's report as presented. Carol Scussel seconded the motion. The motion carried unanimously.

**Motion # 3.** Ronald Whitney made a motion to change the name of the library, on all legal documents and correspondence from East Haven Hagan Memorial Library to the East Haven Public Library Inc. Carol Scussel seconded the motion. The motion carried unanimously.

**Motion # 4.** Lorena Venegas made the motion to approve the revised job description for the Children's Librarian. Carol Scussel seconded the motion. The motion carried unanimously.