

**EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 15, 2015**

MEMBERS PRESENT

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

MEMBERS ABSENT

Eileen DeMayo
Katy Klarman
Noah Cifarelli

ALSO PRESENT

Bruce George, Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk
Cathy Fleurant

1. **Call to Order:** The meeting was called to order by Sylvia DePalma at 7:02 pm.
2. **Approval of Minutes:** The minutes from the September meeting were not available.
3. **Special Agenda Item:** The presentation by Carl Helming was tabled until the November meeting
4. **Correspondence:** A letter from the library staff regarding the possible increase in library hours was read by Lucille Huelin. E-mails were received by Jane Osbourne, American Red Cross, Joe Zullo, Town Attorney and from Carl Helming, Accountant. Letters were received from Helming & Co., U.S. Trust, Bank of America, East Haven Town Council and Bibliomation. Letters were sent to Mayor Maturo, Katie Trombetta, Total Communications and the IRS. E-mails were sent to Carl Helming and Jane Osbourne.
5. **Public Comment:** Cathy Fleurant spoke regarding Handicapped access to the Library. She had three concerns; she asked about the poor lighting in the back parking lot, this could be a safety and security hazard. Bruce George was not sure but will check to see if lights need to be changed or the timers need to be reset. There should be lights in the back. Cathy also asked if one of the handicapped parking spaces could be moved up to the front of the parking area near the street. This would help the people who have walking problems but don't need wheel chairs, it is a long walk from the back of the parking lot and coming in by the children's area means climbing a lot of stairs or waiting for someone to open the elevator. Cathy had done some research and said the town would only have to put in an upright sign nothing on the ground and the curb would not have to be cut out at that site. Stephen Haddon was concerned that someone in a wheel chair would try to use the spot and would have problems getting on to the sidewalk. Cathy said she would do a little more research on this and get back to Bruce. Bruce George will contact the town and get some information also.

Cathy's third concern was the elevator. The elevator is an old model that has to be unlocked in order to use it and a staff member must be present with the key. The last time Cathy was in the library she had a very long wait to get someone to help her. This is unacceptable. Bruce George will look into the matter to be sure that a staff member will be available quickly to help. The Board is very aware of the problems with the elevator, putting in a new elevator has been researched. It will take a major construction project and the cost is high.

6. **Treasurer's Report:** Bruce George reviewed the financial report and the Invested Fund report. Bruce did note the Hagaman Fund Probate Accounting report for 2014-2015 and he questioned some of the fees that the Bank is charging. Stephen Haddon spoke briefly about this and he agreed that it was unfair, but that is what any bank will charge. **Motion #1, see attached.**
7. **Director's Report: Statistics:** The monthly statistics were reviewed. Circulation numbers have decreased over the same period last year. There does not seem to be any explanation for this and Bruce will look into this matter further. Programs run by Sasha, Cindy, Fawn and Sarah have been very successful and attendance is up. Computer and Wi-Fi use also has increased. A new Chess Club has been formed and is going strong. **Fiber Optics:** The contract with Frontier Communications has been approved by the Town Attorney and was signed on October 2nd. Bibliomation will be at the library next week to start the installation process. **Electrician:** Bruce Newman was in the library with Bruce and went over the cabling system, tracing it throughout the library. He is working up a quote. Sylvia DePalma asked about the cost and was concerned about whether or not the library needed to go out to bid on this project. Paul Rizza told her that any cost over \$7,000.00 should be put out to bid. The Board will wait for the quote to come in and then decide on a course of action. They already have two other quotes for this project.
8. **Committee Report:** Ron Whitney spoke briefly about the conference call that was held recently with the consultant from the workshop that some of the board members attended in Sept. The Library can get 4 hours of consultation time regarding fundraising and advocacy of the library. Sharon the consultant learned a lot about the library, the town and the board members and she had many good ideas for fundraising for the library. The board members thought the call was very informative. Ron has set up a second call for October 29th at 6:30 pm.
9. **Old Business:** a) **Employee Manual:** Bruce George did not have the opportunity to do any additional work on the manual. He did get a response from Attorney Zullo regarding the grievance process. Atty. Zullo said that "it is appropriate and allowable for the grievance to go to the Board for a resolution". Bruce will write a statement for the hand book and he will bring it back to the November meeting. b) **Sunday hours:** Will be discussed in new business. c) **Staff Training:** Bruce is working with staff on this. d) **Directors and Officers Insurance:** It has been determined that the board members and the director should have liability insurance coverage. Katy Klarman is gathering information from a Philadelphia company. The cost will be covered by the library.
10. **New Business:** a) **Public Library Survey:** This is the state library annual report which will be submitted in November. Bruce reviewed this with board members.

- b) **New Carpeting for old community room:** Bruce George had two quotes for new carpeting for the community room. The town is working on the old community room. They have been painting and repairing. They will be removing the old carpeting and Bruce would like to replace that carpeting. After a brief discussion the board agreed to replace the carpeting. **Motion #2, see attached.**
- c) **Approve Funding for new teen programs:** Sarah Mallory would like to start a Junior Teen program for middle school students. The meetings would be twice a month from 6:30 to 8:30. She would also like to start a coffee house open mic program for the older teens. These programs would need an additional 8 hours of staff time. After some discussion this item was tabled until November.
- D) **Meeting Room Policy:** An issue had developed with a not for profit organization using the meeting room and charging people for training. This issue was resolved by the cancellation of the program.
11. **Other:** The library Board has been discussing increasing service hours by opening later on Mondays, having summer Saturday hours or opening on Sundays. The board wanted feedback from the staff and in response the staff sent a letter stating that they had some concerns about increasing the library hours when they feel they are already understaffed. In the last 5 years the staff has been cut by 4 part time employees and a full time custodian. Beside the increased hours in general, the two new programs (see new business) would also require more hours. The board would like some more information regarding the number of man hours lost with the cut in staff and the number of man hours actually needed to run the library. Bruce will do this research and get back to the board in November. Lorena Venegas will write a letter in response to the staff to let them know that the board is aware of their concerns and will address them.
12. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:33 pm. The meeting was adjourned until November 19th.

Respectfully Submitted,

Lucille Huelin, Board Clerk

Motions made at October 15, 2015 meeting

Motion #1 A motion was made by Michael Enders to accept the Treasurer's Report as presented. The motion was seconded by Stephen Haddon. The motion carried.

Motion #2 A motion was made by Carol Scussel to approve the purchase and installation of carpeting for the old community room in the amount of \$2,274.00. The motion was seconded by Michael Enders. The motion carried.