

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
MAY 19, 2016**

PRESENT: Ron Whitney, Sylvia DePalma, Michael Enders, Carol Scussel, Josephine DiLungo, Stephen Haddon, Katy Klarman and Lorena Venegas

Absent:

Also Present: Bruce George – Director, Judy Celone – Treasurer and Lucille Huelin – Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:06 pm.
2. **Approval of Minutes:** The minutes from the April meeting were reviewed. Bruce George noted an error under New Business-item a, the word two should be removed from the second sentence. **Motion #1**, see attached.
3. **Special Agenda Item:** None
4. **Correspondence:**
 - a. Received:
 - i. From Rhonda Haskell, State of CT, Regarding CCard Payment
 - ii. From Cintas Fire Protection – Receipt for annual Inspection of Fire Extinguishers
 - iii. Minutes from the April 21, 2016 meeting
 - iv. From Total Communication regarding Fiber Optic Contract
 - v. E-mail from Mayor's office regarding meeting with Sal Brancati
 - vi. E-mail from Total Communications regarding Frontier Contract
 - vii. From Maria Berhier, E-rate coordinator regarding Fiber Optic Installation by State Library
 - viii. H. D. Segur Insurance regarding insurance policy for Employee theft
 - ix. Jolly Time Seniors made three donations in memory of John J Como, Michael J. Deangelo and Bernard Fappiano
 - x. Letter to the editor in the East Haven Courier
 - xi. From Josephine Garofalo, U.S Trusts Bank of America regarding the Hagaman Fund distribution
 - xii. From Bureau of Elevators, State of Ct, regarding inspection of Elevator, violation to be corrected.
 - xiii. From an employee regarding OSHA Air treatment Standards
 - xiv. From U.S. Trust Bank of America the account statement for the Hagaman Fund for April 2016

- b. Sent;
 - i. By Director to Elaine Nelson and Jeanie Bluege regarding Volunteer work at library.
 - ii. E-mail and letter to Rhonda Haskell, State of CT, regarding CCard payment and Town and Library status.
 - iii. To Jolly Time Seniors, Thank you for donations.
 - iv. To Centers for Medicare & Medicaid regarding questionnaire on employment numbers and health care coverage
 - v. To Mr. Wiggin, State Library, regarding installation of Fiber Optic Connection
- 5. **Public Comment:** None
- 6. **Treasurer's Report:** Michael Enders reviewed the budget. The budget for FY 15-16 is coming to a close and everything is on track. Michael also reviewed the Hagaman Funds distributions and how they were made. **Motion #2**, see attached.
- 7. **Director's Report:**
 - a. Monthly Statistics for April were reviewed
 - b. Library Programs have been very successful. The Library offers many programs for every age group and attendance at all programs has been great.
 - c. Heating and Air conditioning unit had to be shut down due to a problem with the boiler. Repairs were made and the boiler is now working. An Employee contacted OSHA regarding Due to the cool to cold conditions when the boiler was not working, one of the library employees contacted OSHA and OSHA responded with a copy of OSHA Air Treatment Standards that need to be followed. Bruce George will write to the Town Administration regarding this issue.
 - d. An Inspection of the elevator was done on May 2nd. The emergency lights were not working and Bruce George is working to get repairs done.
 - e. The back entrance door was not closing properly and Public Works did make repairs, they still need a part for the door and they are working on this.
 - f. Library's Budget Request for 2016-2017. The Town Council passed the budget for the next fiscal year. The Library will receive a \$23,707.00 increase for its budget. Michael Enders suggested a Thank You note be sent to the Town Council, the Mayor and the Board of Finance. Lorena Venegas will write the note.

8. **Committee Reports:** Ron Whitney reported on the GreatGive program. The system did not work as well as expected but we did raise \$375.00. Ron learned a lot about the program and how this works. Many things need to be put in place before this program runs each year. Board members and staff need to be involved and need to go to the workshops. Ron suggested a team be put in place to work on this project. He would like to see the funds raised this year be ear-mark for expenses need next year. The team will need to start with getting a data base for a mailing list to potential donors. This whole project actually starts six weeks before the go-live date on the computer for donations. Ron Whitney met with, Friends of the Library, and he suggests that the board need to communicate with that group more. Sylvia DePalma stated that Linda Esposito from that group was interested in joining the board. Sylvia will talk to her and Carol will talk with the Mayor's office regarding her appointment to the board.

9. **Old Business:**

- a. Employee Handbook – Bruce reviewed Section 2, The Way We Work. Bruce George reviewed the changes that need to be made. One of the issues is a whistle blower statement in the handbook. Bruce stated that the Library did not have a separate Whistle Blower Policy and it should. Ron Whitney read through the statement in the Handbook and stated that would be fine as a policy alone. **Motion #3**, see attached. There is another statement in this section regarding overtime pay and which employees are entitled to over-time pay and which are not. Bruce will do some more research on this and will bring the section back at the next meeting for approval.
- b. Directors and Officers Insurance: Katy Klarman filed the paperwork with the Insurance Company and the policy became active on May 11, 2016. There were a couple of requests from the company regarding authorization to sign paperwork and the name on the policy. Katy will take care of this.
- c. Library's Budget request, See Director's Report
- d. GiveGreater.org, See Committee Report
- e. Health Insurance Cost for FY 2016-2017. Katy Klarman stated paperwork was done and given to town. Waiting for town to determine what the cost will be.
- f. Letter of Agreement for Fiber Optic Construction. Letter has been received and signed. There may be some overlap between frontier's contract and the state for a short amount of time.
- g. Bruce George handed out the Annual Calendar and it was accepted.

10. **New Business:**

- a. Internet Use Policy Revision: There are several items that need to be changed or removed. After some discussion the board agreed to the changes and Bruce will make changes for the next meeting.
- b. Election of Officers: Sylvia DePalma noted that in February a nomination committee was formed and a slate of Officers named but a vote was never taken.

Lorena Venegas cast one vote for the slate of Officers for the 2016 – 2017 year. The Officers are: Sylvia DePalma - Chairperson

Katy Klarman – Vice Chairperson

Michael Enders - Treasurer

Lorena Venegas – Secretary

- c. Sylvia DePalma also noted that it was time to do a Director Evaluation. One should be done every year. This Item was tabled until next month.

11. **Other:** None

12. **Executive Session:** The regular meeting was suspended at 9:15 for the Board to go into an executive session on Personal matters. The executive session was adjourned and the regular meeting was resumed at 9:55 pm. The meeting was adjourned at 9:55 pm until June 16.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the May 19th 2016 meeting

Motion # 1. A motion was made by Michael Enders to accept the minutes with one correction. Josephine DiLungo seconded the motion. The motion carried.

Motion #2. A motion was made by Ron Whitney to accept the Treasurer's Report as presented. Josephine DiLungo seconded the motion. The motion carried.

Motion #3. A motion was made by Ron Whitney to approve the creation of the Whistle Blower Policy as stated in the Handbook. Stephen Haddon seconded the motion. The motion carried.