EAST HAVEN PUBLIC LIBRARY INC.

BOARD OF TRUSTEE MEETING MINUTES

AUGUST 18, 2016

**Present:** Ron Whitney, Michael Enders, Carol Scussel, Josephine DiLungo, Stephen Haddon

**Absent:** Sylvia DePalma, Katy Klarman, Lorena Venegas

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

1. **Call to Order:** Michael Enders called the meeting to order at 7:04 pm.
2. **Approval of Minutes:** The minutes from the May meeting were reviewed. **Motion #1,** see attached.
3. **Special Agenda Item:** None
4. **Correspondence:** June, July and August correspondence was reviewed by Bruce George.
5. **Public Comment:** None
6. **Treasurer’s Report:** The Treasurer’s report was reviewed by Michael Enders. Michael noted that the 2015-2016 FY ended within Budget. He noted an increased cost in the Insurance Account and the water bill. Transfers were requested and approved. July was the first month in the 2016-2017 FY and there is nothing at this time to report. Invested Funds Report was reviewed. **Motion #2.**
7. **Director’s Report:**
8. Monthly Statistics report for May, June and July were reviewed. May was a good month, increases in circulation, June was steady and July had decreases in circulation.
9. Fawn is working on a new project, she will be putting the East Haven Courier into digital form.
10. The public Wi-Fi will be replaced with a new system, more effective system at less cost.
11. **Committee Reports:** Ron Whitney reported on GiveGreater.org. The annual update must be completed. Ron suggested that as soon as the Form 990 was completed the update should be done, that should be some time in October 2016.
12. **Old Business:**
13. Employee Manual – Bruce George is still working on Section 2, The Way we Work. He handed out the Library’s Purpose and Growth section. He made changes to that section and to the Exempt Status for employees. He would like all members to review the changes and they can be voted on next month.
14. Directors and Officers Insurance – This has been settled.
15. Give Greater. Org – See Committee Report
16. Health Insurance Cost – The cost for the 2016 – 2017 FY is about the same or a little lower than last year.
17. Annual Calendar – Bruce is adding the State Library conference to the Calendar. Usually in September and he recommends that the Board members should attend.
18. Internet Use Policy Revision – Bruce George would like to discuss this with the staff first, will bring it back next month.
19. **New Business**:
20. Budget for FY 2016 – 2017: The Hagaman Fund distribution will be less than last year. The Insurance Cost for the Director’s and Officer’s insurance has been added. State aid has been frozen for this year and the library will not receive any funds.
21. Bruce George presented the new contract for Helming & Co. There will be an increase in the cost but not to exceed $3500.00. Bruce would like to go out to bid next year for this contract. It is too late in the year to do it for 2016. **Motion #3.**
22. New Computer lease. The current lease is up in December 2016 and Bruce George is working on getting three bids for this contract, he hopes to present them at the Sept. meeting.
23. Bruce George made a change to the Vacation Policy in the Employee’s Handbook. The changes pertain to when you are entitled to vacation time and how much for both full time and part time employees. **Motion #4.**
24. Library Director’s performance evaluation. Ron Whitney created a new evaluation form. The board reviewed the form and approved it. Each member will be filling one out. After a brief discussion it was agreed to form an evaluation committee. **Sylvia DePalma, Katy Klarman and Lorena Venegas** will be the committee.
25. **Other:** None
26. **Executive Session:** Personal Matters: The board adjourned the regular meeting at 8:13 pm to go into executive session. The Board resumed the regular meeting at 8:33 pm.
27. **Adjournment:** The meeting was adjourned at 8:33 pm. The meeting is adjourned until September 15th.

Respectfully Submitted

Lucille Huelin, Board Clerk

**Motions made at the August 18th, meeting**

**Motion #1** A motion was made by Stephen Haddon to accept the minutes as presented. Ron Whitney seconded the motion. The motion carried.

**Motion #2**  A motion was made by Stephen Haddon to accept the Treasurer’s Report. Josephine DiLungo seconded the motion. The motion carried.

**Motion #3** A motion was made by Ron Whitney to approve the contract for Helming & Co. not to exceed $3,500.00. Michael Enders seconded the motion. The motion carried.

**Motion #4** A motion was made by Ron Whitney to accept the revised Vacation Policy. The motion was seconded by Stephen Haddon