**EAST HAVEN PUBLIC LIBRARY LLC**

**BOARD OF TRUSTEES MEETING MINUTES**

**OCTOBER 20, 2016**

**PRESENT:** Ron Whitney, Michael Enders, Stephen Haddon, Katy Klarman, Lorena Venegas, Sylvia DePalma, Josephine DiLungo, Maria Bracale

**ABSENT:** Carol Scussel

**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 7:07pm.
2. **Approval of Minutes:** Bruce George noted one correction, under Treasurer’s Report. The statement regarding the Hagaman Fund distribution should read, the distribution was less than last’s year, not half of last year**. Motion #1** see attached.
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:

**Received:**

1. First Niagara/ Key Bank – regarding changes to accounts.
2. Rochelle Almeida, U.S. Trust Bank, Probate Accounting – regarding the annual Probate review of the Hagaman Fund from 5-1-2015 to 4-30-16.
3. Anne Mikus – Thank you note to staff
4. September Board Meeting Minutes
5. New Haven Probate Court – regarding update of Hagaman Fund review
6. Bank of America – Dividend Check from Hagaman Fund
7. CT State Library – Chris Hemingway was appointed to the Short Term Sustainability Task Force
8. Erin Vosgien – Editor Arcadia Publishing – request of information and approval to make a pictorial History Book of East Haven
9. Ken Wiggins, State Librarian – Update on State Library’s computer cable system
10. Bibliomation – 17-18 Operating Assessment Budget Cost.
11. Nationwide – Request from Auditor’s on AJ Berman Memorial Fund

 **Sent:**

1. Mayor Maturo – regarding request of new board member
2. Nationwide – Michael Enders signed letter authorizing the Auditors to gather information on the AJ Berman Memorial Fund
3. Joseph Esposito – Thank you for donation
4. Deedee Baker – Acknowledging her volunteer work.
5. **Public Comment:** None
6. **Treasurer’s Report:** Michael Enders review the monthly Finance Report and the Invested Funds. Some questions were asked about the Hagaman Fund and Sylvia DePalma reported that a representative from the Bank that manages the Hagaman Fund would be at the November meeting. Bruce George will extend an invitation to Town Council members and Town Administrators to attend that meeting. **Motion #2,** see attached.
7. **Director’s Report:**
	1. The Monthly Statistics were reviewed by Bruce George
	2. Matt Earls, made some changes and moved some cabinets to a new area to have better space for the laptop center.
	3. The computer lease with Dell has been signed. A problem arose related to having liability insurance on the computer equipment. After reviewing documents on the status of the library and speaking with Sal Brancati it was determined that the Library would be added to the Town’s insurance policy for this type of liability.
	4. Bruce gave a brief review of all of the library’s Programs. The Health Fair was a great success and plans are in the works to do another fair next fall. The staff is planning on more great events.
8. **Committee Reports:** Ron Whitney gave brief report on GiveGreater.org. All information has been submitted on the update form, the only item not completed yet is the tax filing form which will be ready in November.
9. **Old Business:**
	1. Employee Manual: The board reviewed the final draft of Section 2. Bruce George asked for approval of this section and he will then move on to the next one. **Motion #3**, see attached.
	2. GiveGreater.org – see committee report
	3. Internet Use Policy- Bruce George made a few changes to both the Internet Use Policy and the Patron Behavior Policy regarding bringing food and drink into the library and cell phone use. After a brief discussion Bruce asked the board to approve the revisions. **Motion #4,** see attached.
	4. New Computer Lease – see Director’s Report
	5. Library Director’s Evaluation – Executive session
	6. Association of CT Library Boards Conference – This conference will take place on November 4th and Bruce George, Ron Whitney and Michael Enders will attend.
10. **New Business:**
	1. **Library Board of Trustees Meeting Schedule for 2017 –** Approved. **Motion #5,** see attached.
	2. **Library Holiday Schedule for 2017 –** After reviewing the schedule, it was determined that some changes had to be made, Bruce George will bring this back to the table at the November meeting.
	3. **Arcadia Publishing –** They are interested in working with the Library to create a Pictorial History Book of East Haven. There was a brief discussion on who should be involved, Stephen Haddon suggested the Historical Society might be of help. Fawn Gillespie is willing to be involved, Maria Bracale will give some names to Bruce of Photographers who might be willing to work on a project of this type. Bruce will look further into this for the next meeting.
11. **Other.**  None
12. **Executive Session:** Regular meeting was adjourned at 8:23pm to go into an executive session for personal matters. The regular meeting was resumed at 8:45 pm.
13. **Adjournment:** The meeting was adjourned at 8:45 pm. Meeting adjourned until November 17th.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

**Motions made at the October 20th, meeting**

**Motion # 1** A motion was made by Katy Klarman to accept the minutes with the corrections. Maria Bracale seconded the motion. Motion carried

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

**Motion # 3** A motion was made by Ron Whitney to approve the revised Section 2 of the Employee Handbook. Stephen Haddon seconded the motion. Motion carried

**Motion #4** A motion was made by Michael Enders to approve the revised Internet Use Policy and the Patron Behavior Policy. Lorena Venegas seconded the motion. Motion Carried

**Motion #5** A motion was made by Maria Bracale to approve the Board of Trustee’s meeting Schedule for 2017. Katy Klarman seconded the motion. Motion carried