

EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 17, 2016

Present: Ron Whitney, Michael Enders, Stephen Haddon, Katy Klarman, Sylvia DePalma, Carol Scussel, Maria Bracale

Absent: Josephine DiLungo, Lorena Venegas

Also Present: Bruce George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk – Carl Helming, Helming & Co. P.C – Josephine Garofalo, U.S. Trusts, Bank of America

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:00 p.m.
2. **Approval of Minutes:** Minutes from the October meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** a) Josephine Garofalo from Bank of America, U.S. Trusts. Gave a brief account of the Haganan Fund portfolio. She addressed questions by the board regarding the payout amounts and the principle amounts. Josephine will go back to her board with questions regarding the 5 year performance and fees for the fund which were asked by the accountant Carl Helming and Stephen Haddon. Josephine will also send a written statement explaining the use of the Fund and how the Haganan Funds are invested by Bank of America for the Library's records and to be given to the Town Council. b) Carl Helming gave a brief report on the financial status of the library and the IRS tax return. Carl stated the Library was in good shape and was glad to see that the majority of expenses were for community programs. He made the suggestion that the board form a committee to look into doing more outside of the box type fundraising. When fundraising earmark funds for special programs.
4. **Correspondence:** Received 5 items:
 - a. E.H. Courier – article person of the week – Cynthia Gwiazda
 - b. Court of Probate – Haganan Fund – 5-1-15 to 4-30-16 reviewed, approved and recorded by court
 - c. Minutes from October meeting
 - d. CT Library Consortium – annual bill – CLC economy of scale services
 - e. Helming & Co. – Bill to complete Form 990

Sent 5 Items:

- a. To Dell Financial – 3 year lease of public and staff computers
 - b. To Sarah Vacher – Shoprite – Thank you for basket used in raffle at Health Fair
 - c. To Glen Hasiotis – Thank you for donations
 - d. To State Library – Dept. of Development – 2015-2016 CT Public Library Survey
 - e. To IRS – Organization exempt from Income Tax form.
5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the treasurer's report. Nothing outstanding to report this month, everything is normal for being 1/3 of the way into fiscal year. Bruce George is still waiting for the town to make the transfer of funds to the Insurance and Utilities accounts. This was approved by the finance board. Michael Enders will talk with Paul Rizza. **Motion #2, see attached.**
7. **Director's Report:** Monthly Statistics: Bruce George reviewed the monthly stats. Circulation is down slightly over last year. Programs are very successful. A few less programs this year, but attendance has increased. Department Year End Reports: A copy of each report was in the packet for review. Circulation: Bruce George and the staff are reviewing reports for circulation which has declined. They will try to fix any problems they find. Damaged DVD's are one of the problems and they are being sorted and cleaned. Annual Calendar: Bruce George reviewed upcoming events on the calendar for November, December and January. The budget process will begin at the end of December and Bruce would like the board to form a committee to help with the budget process.
8. **Committee Reports:** Ron Whitney got a copy of the Tax form to complete the profile report.
9. **Old Business:**
- a) Employee Manual: Bruce George is working on the Safety Policy section. He will present it to the board when he has finished reviewing it.
 - b) GiveGreater.org – see committee reports
 - c) Library Holiday Schedule 2017: The schedule was reviewed. **Motion #3, see attached.**
 - d) Arcadia Publishing: Information from Arcadia was given to the Historical Society and is waiting for an answer.
10. **New Business:**

- a) Staff Christmas Party: Bruce George and the staff are working on arrangements for where and when. Board will make a donation to cover cost. **Motion #4, see attached**
 - b) Library after hours: The library will hold an after hours community get together in February 2017. The plans are being worked on now and more information will be available at the January meeting.
11. **Other:** Breakfast for Board and Staff will be held for Valentines Day. This will be discussed further in January.
12. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:25 p.m. The meeting was adjourned until January 19th, 2017.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the November 17th, meeting

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

Motion #2 A motion was made by Ron Whitney to accept the Treasurer's report as presented. Katy Klarman seconded the motion. The motion carried.

Motion #3 A motion was made by Sylvia DePalma to approve the Holiday Schedule with the exception of November 11, 2017 which will be discussed further in January. Carol Scussel seconded the motion. The motion carried.

Motion #4 A motion was made by Sylvia DePalma to give an amount, not to exceed \$1000.00 for the staff Christmas party. Ron Whitney seconded the motion. The motion carried.