

**EAST HAVEN PUBLIC LIBRARY INC  
BOARD OF TRUSTEE MEETING MINUTES  
MAY 18, 2017**

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

**Absent:** Carol Scussel, Josephine DiLungo, Maria Bracale

**ALSO PRESENT:** Bruce George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk

1. **Call to order:** Ron Whitney called the meeting to order at 7:09 pm.
2. **Approval of Minutes:** The minutes from the April meeting were reviewed. Bruce George made a correction, Director's Report item g – should read, Chris Hemingway was appointed to the CT Digital Library Advisory Board. **Motion #1, see attached.**
3. **Special Agenda item:** None
4. **Correspondence:** Items Received:
  - a. Article from East Haven Courier regarding Cindy's Program – All Rise for the Pledge
  - b. State of CT Comptroller – Check from Connect card - \$1,320.
  - c. Key Bank – Certification form for the Library's credit card
  - d. E. H. Town Council – Minutes from Board meeting approving the budget
  - e. Atty. J Zullo – Explanation of Limitations of Directors and Officers Ins. Policy
  - f. E. H. Courier – Letter to Editor from Dinah Virgulto praising, the Emily Dickinson program run by Cindy
  - g. GiveGreater.org – Press Release regarding Fund Raising program
  - h. Susan Krasnow – Nicholson Assoc. Ins.- regarding the Directors and Officers Ins. Policy and cost of \$1,442.00
  - i. Chris Hemingway – Summary of attendance to the Library Day in Washington D.C.
  - j. US Trusts BAC – Annual Distribution from Hagaman Fund
  - k. Amanda Black ADP – Proposal to add Time and Attendance programItems Sent:
  - a. Thank you note for donation to Paul Esposito and Nina Lockery
  - b. Susan Krasnow – Renewal Application for Director and Officers Ins.
  - c. Atty. J Zullo – Statue of Limitations for claims.

5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the report and is where you would like it to be for this time of the year. No outstanding problems. Michael Enders reviewed the Hagaman Fund Distribution for the Fiscal Year – May 2016 to April 2017. Also Key Bank is asking signature forms be signed by the Officers for the Library's credit card. Beginning in October Key Bank will be charging \$3.00 for paper Statements. Michael Enders will set of an online account for the library so the library can get electronic statements. **Motion #2, see attached.**
7. **Director's Report:** a) Monthly Statistics were reviewed. Circulation, computer use and program attendance was down slightly. b) Staff programs are going well. Fawn, Sasha, Sarah, and Cindy have all had successful programs in April. C) CEN will not be providing interim internet service and they will not turn off the free DSL by June 30 as originally stated. The Board needs to discuss what type of interim coverage the library will have. d) The new card registration forms for new and renewing users have been processed. Bruce George has asked that Ron Whitney, Michael Enders Lorena Venegas and Maria Bracale meet on Thursday to work on welcoming the patrons. e) Bill Pfaff, Architect will be meeting with Matt Reichin of Thyssenkrupp Elevator Corporation on Thursday, Steven Haddon will also be in attendance to discuss the elevator.
8. **Committee Report:** Steven Haddon and Ron Whitney spoke briefly on the GiveGreater.org fundraiser. All totals are not completed yet, but the library took in approx. \$2,930 in donations and they also received two prizes and may in the end take in approx. \$6,000.00. A lot was learned this time around and next year advertisement can be different. A base is being built for donors.
9. **Old Business:** a) GiveGreater.org – see committee report. b) FY 2017-2018 Budget was approved by Town Council
10. **New Business:** a) Library Credit Card: Officer's will sign the signature forms and Bruce George will submit the form. b) Proposed Revision of Patron Behavior Policy: Bruce made some changes to this policy regarding service animals in the library. After a brief discussion a motion was made. **Motion #3 was made, see attached.** c) Proposed Revision of Borrowing and Overdue Materials Policy. Changes were made to limits on number of books being placed on hold. Limit of 5 Books will be allowed to be on hold. **Motion #4, see attached.** d) ADP Time Management Module Proposal: This module will streamline scheduling for Bruce and will allow staff to go online and look at scheduling. Cost is \$81.15 per month plus a onetime cost of \$75.00. This is a month to month contract and can be cancelled. Bruce will do more research on this.

**11. Other:** Sylvia DePalma brought up the fact that new board members and future board members have no records to use as a reference for past activities by the board. She would like to see a cabinet available for the Board members to use that would house some of the important records. After a brief discussion the board agreed to get a cabinet and it will go in Judy Celone's office. Katy Klarman will do some research on artifacts in the library.

**12. Executive Session: None**

**13. Adjournment:** Ron Whitney adjourned the meeting at 8:54 pm. The meeting was adjourned until June 15, 2017.

Respectfully Submitted,

Lucille Huelin, Board Clerk

### **Motions made at the May 18<sup>th</sup> meeting**

**Motion #1.** Sylvia DePalma made a motion to accept the minutes from the April meeting with the correction. Lorena Venegas seconded the motion. The motion carried.

**Motion #2.** Sylvia DePalma made a motion to accept the Treasurer's Report. Lorena Venegas seconded the motion. The motion carried.

**Motion #3** Ron Whitney made a motion to approve the revisions to the Patron Behavior Policy. Sylvia DePalma seconded the motion. The motion carried.

**Motion #4** Ron Whitney made a motion to approve the revisions to the Borrowing and Overdue Materials Policy. Lorena Venegas seconded the motion. The motion carried.