

EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEE MEETING MINUTES  
JULY 27, 2017

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

**ABSENT:** Carol Scussel, Josephine DiLungo, Maria Bracale, Sylvia DePalma

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

1. **Call to Order:** Ron Whitney called the meeting to order at 7:40 pm.
2. **Approval of Minutes:** The minutes from the June meeting were reviewed. Bruce George noted that under New Business ThyssenKrupp did not get the contract for the Elevator and item c was never discussed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin,  
Received From:
  - a) Minutes from June 15<sup>th</sup> meeting
  - b) Connecticut State Library – regarding IT CT
  - c) Universal Services Admin. Co. – regarding E-Rate
  - d) CT State Library – July News Letter
  - e) Ann Mikus – Thank You note to staff for helping her
  - f) Jackie Spahr, Library Aid – Letter of Resignation
  - g) Friends of the Library – Check for \$492. To fund two programs, Teen Summer Program and The Many Faces of Noah Webster
  - h) E.H. Finance Department- Appropriations Report for FY 16-17
  - i) Pfaff Architects- Update on progress of Elevator ADA Compliance StudySent To:
  - a) Kone Inc.-Signed Contract for elevator maintenance
  - b) ADP-Signed Contract for Time & Attendance Module
  - c) Therapy Works- Thank You note for continued monetary Support
  - d) Linda O'Neill- Subway- Thank you for gift cards for Library Health Fair
  - e) Senior Guide To Go: Confirmation of Library's Entry
  - f) Library Employees- regarding pay raises for FY 17-18
  - g) Carl DeMilia, Bibliomation – Update of IT CT
  - h) Bibliomation Member Libraries – Update of IT CT
  - i) Universal Services Admin. Co. – regarding Form 471 Application
  - j) CEN – Contract for FY 17-18 – DSL at \$115.00 per month

- k) Public Library Association – Letter of Recommendation for Chris Hemmingway to attend a Leadership Academy in December 2017
  - l) Timothy and Tara Boyce – Thank you for donation in honor of Jackie Albis
  - m) Jackie Albis – regarding donation made in her name
  - n) Sandra Lynch – DAR – Regarding a speaking engagement in September
  - o) Department of Labor-2016 Short Form Annual Return Report of Small Employee Benefit Plan
  - p) Library Employees- Regarding cost of Health Insurance
  - q) ADP-Revised Quote for Time and Attendance Module
5. **Public Comment:** None
  6. **Treasurer's Report:** Treasurer's Report was reviewed by Michael Enders. The Fiscal year ended June 30, 2017. The Hagaman Fund was also reviewed.
  7. **Director's Report:** a) Monthly Statistics were reviewed. Circulation was down and Summer Programs increased. b) Bruce George reviewed department's activities for the month of June. c) IT CT Delivery-due to changes by the state with funding, the Library may have some cost increases. d) Due to the Director's vacation and vacations for some of the Board members the August meeting will be moved to August 24<sup>th</sup>, the Architects will be rescheduled.
  8. **Committee Reports:** Stephen Haddon asked to have the fundraising sub-committee meet to discuss some ideas for fundraisers that he would like to discuss. He would like to see something in place for the Fall Festival – Stephen, Ron and Katy will meet. Stephen will start by going to talk to Town Administrator's regarding the Fall Festival.
  9. **Old Business:** a) Review and Revision of Employee Manual- No Discussion b) Close out of Library for FY 16-17 – this was briefly discussed in the Treasurer's report. Katy had some questions regarding the Health Insurance account. c) State Library CEN Fiber Optic Installation – The application for Funding could be approved by Sept. or October. Some discussion was held on the current Internet connection that could be lost if CEN is not ready by time Frontier contract ends in January 2018. A Cancellation notice to Frontier must be made by November 2017. Bruce will do some more research regarding this issue. d) Elevator ADA Study – Pfaff Architects is revising their proposal. Was going to be at the August meeting but maybe rescheduled. e) ADP Time and Attendance Module- ADP will give the library two months free to try the system. It will be set up shortly, after August employees will submit their time and work schedules by compute
  10. **New Business:** a) FY 17-19 Budget- The budget was reviewed-all budgets have been tight because the state has not determined if or how much will be given to towns. B) Resolution for Jackie Spahr – After almost 17 years Jackie Spahr a library aide retired on July 10, 2017. Bruce George had written a Resolution to Honor her for her work with the library. **Motion #3, see attached.**
  11. **Other:** None
  12. **Executive Session:** None
  13. **Adjournment:** The meeting was adjourned by Ron Whitney at 8:50 pm. The meeting was Adjourned until August 24, 2017

Respectfully Submitted,  
*Lucille Huelin*  
 Lucile Huelin, Board Clerk

**Motions made in the July 27, meeting**

**Motion #1** Lorena Venegas made a motion to accept the minutes for the June meeting with corrections. Katy Klarman seconded the motion. The motion carried.

**Motion #2** Stephen Haddon made a motion to approve the Resolution to acknowledge and honor retiree Jackie Spahr. Ron Whitney seconded the motion.  
The motion carried.