

EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEE MEETING MINUTES
AUGUST 24, 2017

PRESENT: Ron Whitney, Josephine DiLungo, Katy Klarman, Stephen Haddon, Michael Enders

ABSENT: Carol Scussel, Lorena Venegas, Sylvia DePalma, 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 7:05 pm.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Bruce George noted two corrections, Correspondence item g & h there were only one update to IT CT and item 10. FY 17-19 should be FY 17-18. **Motion #1, see attached.**
3. **Special Agenda Item:** William Pfaff AIA, LEED AP, of Pfaff Architects, presentation of Elevator ADA Compliance Study. William Pfaff presented the written study, four drawings showing the addition of an elevator to the library and the cost of repairs to the current elevator and cost of the addition. The old elevator is not ADA compliant and even if it was refit to meet current ADA standards, it still would not be big enough to fit a wheel chair and people at the same time. Putting in a new elevator would be the best way to go. There were many questions by the board regarding the design and the cost. The board will give this plan some thought and will discuss it at a future date.

4. **Correspondence:** Read by Lucille Huelin

Items Received:

- a. CT State Library, Tom Newman – Report Form to file FY16-17 Annual Report to state library by November 15, 2017
- b. Helming and Co., Accountants – Proposal for preparing 2016 Federal Income Tax Return – Form 990
- c. East Haven Chamber of Commerce – Membership renewal
- d. Allied Communications, Steve Mascia – Quotes for 1 year to 3 years of cable/modem Internet
- e. CT State Library – Maria Bernier, E-rate Specialist – CEN contracts were insufficient in defining the 20 year contract. An amendment was sent for signature.
- f. Mayor Joseph Maturo – Memo regarding purchasing and over time freeze.
- g. Minutes from July meeting
- h. CEN, Wendy Rego - Amendment for CEN contract to be signed and an e-mail regarding questions that Bruce George had
- i. Josephine Garofalo, Bank of America – regarding change in fee agreement for Haganan Fund.

- j. Fire Dept., Fire Marshall Mark Nimons – Certificate of Occupancy for DeMayo Room.

Items Sent to:

- a. Toby Armour – Thank you for donation
 - b. Library Employees and former Employees regarding TIAA-CREF
 - c. CEN, Wendy Rego – e-mail with questions regarding CEN Amendment to
 - d. Josephine Garofalo, Bank of America – e-mails with questions regarding Change in fee structure
 - e. Mr. and Mrs. Grubb – Thank you for donation
 - f. Mr. & Mrs Bowden – Thank you for donation
5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the treasurer's report: the biggest expense this month was for Bibliomation – annual payment. The water bill hasn't been paid yet, waiting for actual count for bill, not an estimate. Michael also reviewed the Hagaman Fund, he noted that the library was given a 15% discount on fee costs. **Motion #2, see attached.**
7. **Director's Report:** a) **Monthly Statistics:** Bruce George reviewed the Monthly Statistics. Circulation was down in both adult and children's books. Programs had increased as well as attendance to those programs. This year's children's summer reading program was better than in previous years. The Library's Health fair will be held on Sept. 30th. Dept. Reports included with Board member packets. b) **Fiber Optic Cable:** Bruce George reported that the State Library and CEN are pushing the installation to East Haven to the top of the list and it should be done by the deadline in January of 2018. There is a state grant that Bruce wants to make an application for. The application needs to be in by Sept. 4th. The grant will cover some of the costs that are not being covered by E-Rate program. **Motion #3, see attached.**
8. **Committee Reports:** Stephen Haddon and Ron Whitney had met to discuss fundraising and they want to do something with the memorial tree and the leaves. A 50-50 raffle can't be held at the Fall Festival. Stephen had the idea to get different colored leaves and sell them for different prices. There will be further discussions after a plan for the elevator is decided.
9. **Old Business:**
- a. **Employee Manual** – The Fire Dept. will hold a fire drill on Sept. 25th, after that this section of the manual will be revised.
 - b. **Fiber Optics** – See Director's report
 - c. **Elevator ADA** – Discussed in Special Agenda Item.

10. New Business:

- a. **CEN Amendment to the FY 17-18 Fiber Optic Contract** – The contract is for 20 years and CEN added some items to the contract that deal with consequence of breaking the contract before the 20 years is up. This is needed to get E-Rate funding. **Motion #4, see attached.**
- b. **Comcast Cable/Modem Service Agreements:** There is a possibility of getting Comcast broadband to come into Library. A 1 to 3 year contract would cost approximately \$1200.00 per year. This would be a back up to the CEN cable and used for Wi-Fi. **Motion #5, see attached.**
- c. **Helming and Co:** Proposal for preparing 2016 tax return, form 990. **Motion #6, see attached**

11. **Other:** None

12. **Executive Session:** None

13. **Adjournment:** Ron Whitney adjourned the meeting at 9:25 pm. The meeting was adjourned until Sept. 21, 2017.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE AUGUST 24, 2017 MEETING

MOTION #1 Michael Enders made a motion to accept the minutes with corrections. Katy Klarman seconded the motion. The motion carried.

MOTION #2 Stephen Haddon made a motion to accept the Treasurer's Report as presented. Ron Whitney seconded the motion. The motion carried.

MOTION #3 Stephen Haddon made a motion to authorize Bruce George to complete and sign the application for \$23,440 in grant money. Application to be submitted by Sept. 4th. Josephine DiLungo seconded the motion. The motion carried.

MOTION #4 Stephen Haddon made a motion to authorize Bruce George to sign the CEN Amendment to the CEN contract for the Fiber Optic cable. Ron Whitney seconded the motion. The motion carried.

MOTION #5 Ron Whitney made a motion to approve the contract to Helming and Co. for the 2016 Tax Return, cost not to exceed \$3900.00. Michael Enders seconded the motion. The motion carried.

MOTION #6 Katy Klarman made a motion to approve a Three year contract to Comcast for a 50 mg cable/modem, pending whether or not they can run the cable to the Library. Stephen Haddon seconded the motion. The motion carried.