

EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEE MEETING MINUTES
OCTOBER 19, 2017

PRESENT: Ron Whitney, Josephine DiLungo, Maria Bracale, Howie Blau, Stephen Haddon, Michael Enders, Katy Klarman

ABSENT: Carol Scussel, Lorena Venegas

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 7:03pm
2. **Approval of Minutes:** Minutes from September meeting were reviewed, **Motion #1, see attached**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence read by Lucille Huelin

Received From:

- a. Town of East Haven - \$50 donation in memory of Jean Trotta
- b. State of CT – Probate Court – Approved Financial Report/Review of FY 2016-17 of the Haganan Fund
- c. CT State Library – Contract to be signed for Fiber Optic-Library Grant Program
- d. Tom Newman – CT State Library – e-mail answers to Director’s questions on Construction Grant
- e. Stephanie Chung – Community Foundation – Regarding improvements to GiveGreater.org
- f. Lenoard Rapuano and Carloyn Cavallaro - \$50 donation in memory of Sal and Jean Trotta
- g. CT State Library- Postal return receipt for signed Fiber Optic Library Grant Program
- h. Jolly Time Seniors - \$25 Donation in memory of Sylvia Koelle
- i. Minutes from Sept. 21, Board meeting.
- j. CT State Library – FY 2018 Fiber Optic Library Grant signed by State Librarian Kendall Wiggin
- k. William Pfaff, Architect – e-mail final version of Haganan Memorial Library Elevator ADA Compliance Study

Sent to:

- a. Mayor Joseph Maturo, Town of East Haven – Thank you for donation.

- b. Cindy Trotta – letter regarding donation in memory of her mother
- c. Pamela Miller and Sandra Lynch – DAR – Thank you note for their Constitution Week Program at the Library
- d. US Bureau of Labor Statistics – Annual refiling of survey for Dept. of Labor
- e. Alcoholics Anonymous – AA’s Quarterly report on donations
- f. Jolly Time Seniors – Thank you for donation
- g. Charles, Paul and Kenneth Koelle – regarding donation made in memory of their mother
- h. Lenoard Rapuano and Carloyn Cavallaro – Thank you for donation
- i. Tom Newman, CT State Library – accounting of spending of FY2016-17 \$1,508 allocation.
- j. Letter to Josephine Garofalo regarding the Hagaman Fund, and inviting her to the November 16 meeting.

5. **Public Comment:** None

6. **Treasurer’s Report:** Michael Enders reviewed the Financial Statements for September and the Investment Report. No changes. **Motion #2, see attached.**

7. **Director’s Report: Monthly Statistics:** The Monthly Statistics were reviewed. Circulation has decreased over last year. All programs are continuing to be successful. Health and Wellness Fair was very successful, Cindy, Fawn, Sasha and Sarah all had very good programs this month. **Employee Manual:** There was a practice Fire Drill on Sept. 25th, three alarms were found to be defective and the town is working on changing to a new security System, so there is no timeline on when repairs to the alarms will be made. **Fundraising Management Systems:** Bruce George has looked into two different programs. Charity Proud and Flipcause. Bruce would like the fundraising committee take a look at this and thinks it might be helpful. **State Library Leadership Conference:** Bruce George asked to have names of any board members who are planning to go to the conference. Katy Klarman, Maria Bracale, and Howie Blau will attend, Bruce will take care of the registrations. **Emergency Procedure Policy:** Bruce George is reviewing this policy and has made some changes that will expand and clarify the existing policy.

8. **Committee Reports:** None

9. **Old Business:** a. **Employee Manual:** Bruce George is working on safety policies with the staff and will send any changes to the board members so they can be reviewed before the next meeting. b. **State Library/CEN Fiber Optic:** Bruce George is confident that the CEN installation will be done by time the Frontier Contract runs out in January 2018. The Library

needs to send notice of cancelation 60 days before renewal is due. Bruce will send a letter next week. C. **Elevator ADA Compliance Study:** Bruce George had asked the State about which grant would be better to apply for. Each grant is for certain purposes. After a brief discussion by the board regarding the actually elevator work, it was agreed that the next step would be for the fundraising committee, Ron Whitney, Katy Klarman, Stephen Haddon and Maria Bracale would try to meet with Sal Brancati from the Town to discuss the next steps.

10. **New Business:** a. **Amend Bylaws with Attendance Policy:** Ron Whitney had done a little research regarding this issue in the Bylaws. After a brief discussion it was decided at this time not to make any changes to the policy. b. **Library Emergency Policy:** See Director's Report. c.,d. **Internet Safety Policy:** The e-rate funding service requires that we have a children's internet safety policy. Bruce George has added the children's internet policy and will include it in the Library Internet Safety Policy. Bruce would like board members to review policy and have a vote at the next meeting. e. **Letter for State Library:** The CT State Library would like a letter of Agency from the State Public Libraries so they may get the FY 18-19 E-rate applications on behalf of the public libraries. **Motion #3, see attached.**

11. **Executive Session:** None

12. **Adjournment:** Ron Whitney asked for a motion to adjourn the meeting at 8:10 pm. The meeting was adjourned until November 16, 2017.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE OCTOBER 19TH, MEETING

MOTION #1 Josephine DiLungo made a motion to accept the minutes as presented. Ron Whitney seconded the motion. The motion carried.

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

MOTION #3 Howie Blau made a motion to approve a Letter of Agency for the CT State Library. Stephen Haddon seconded the motion. The motion carried.