

**EAST HAVEN MEMORIAL LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
AUGUST 16, 2012**

**MEMBERS PRESENT**

Carol Scussel  
Kathleen Yuse  
Sylvia DePalma  
Stephen Haddon  
Cathy Burgard  
Eileen DeMayo

**MEMBERS ABSENT**

Anthony Vigliotti  
Sue Stacey  
Maria Bronson

**ALSO PRESENT**

Karen Jensen, Library Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Sylvia DePalma made a motion to approve the minutes as presented. Cathy Burgard seconded the motion. The motion passed unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Treasurer's report for July was reviewed. Cathy Burgard made a motion to accept the Treasurer's report. Sylvia DePalma seconded the motion. The motion carried unanimously.
6. **Director's Report: Monthly Statistics:** The monthly statistics for July were reviewed. **Project Updates:** The community room is almost complete. There has been a delay in getting the furniture and the doors for the children's room; this should all be complete by September. The town is waiting for a quote from the contractor regarding the paving of the yard. The room has been wired by Safe & Sound Co. for wireless sound system. **Other:** Chris Distasio the town's IT consultant has been working with Karen Jensen on the computer system and is going to install a wifi hotspot in the community room. There will

be a \$300 per year maintenance contract for the wifi. There are over 100 students signed up for the EHHS summer reading book discussions, to take place on August 20 & 22.

7. **Committee Reports:** None

8. **Old Business:** None

9. **New Business:** **Bylaws Revision:** The Board considered adding a statement to the Bylaws regarding absent members. After a brief discussion it was agreed that removal of members for not attending meetings was up to the Mayor as these are Mayoral appointments. Eileen DeMayo agreed to talk to the Mayor regarding this matter. There was some discussion as to whether or not a statement should be added to the bylaws about how many absents would be allowed before steps were taken to remove a member, that discussion did not lead to a vote. **501C3 Application and Conflict of Interest Policy:** Kathleen Yuse, Judy Celone and Karen Jensen met to complete the application for the 501C3 Status. They determined that they could not do this alone. Karen contacted Helming Associates CPA. Karen asked the board to approve the signing of a contract with Helming. Also the board needs to have a conflict of interest policy and it must be added to the application for the 5012C3 Status. After a brief discussion Kathleen Yuse made a motion to approve a contract with Helming Associates CPA not to exceed \$3000.00. Cathy Burgard seconded the motion. The motion carried unanimously. Karen had a sample conflict of interest policy that she will revised to fit the library's needs and present it at next months meeting. **State Grant Account:** Kathleen Yuse stated that there was approximately \$4,700 in the State grant account held by UBS. Kathleen did not think it was earning enough in this account and suggested that the money be put in a regular bank account. After a brief discussion Kathleen Yuse made a motion to transfer the State Grant Fund from UBS to an account in the First Niagara Bank. Sylvia DePalma seconded the motion. The motion carried unanimously. **Community Room Policy:** A new policy must be created for using the new community room. Since the room can be used after library hours, issues can arise that are not covered in the current policy. A policy committee was formed, committee members are Eileen DeMayo, Carol Scussel, Sylvia DePalma and Karen

- Jensen. The committee will meet on August 30<sup>th</sup>, to work on a new policy.
10. **Other:** Karen Jensen has been asked by Liz McMichael, who runs a music program called Music Together. Liz needs space for her fall program and has asked to use the library from 9:30 to 10:30 on Mon and Sat. just for the fall. Since she charges her customers, Karen is going to charge her for the use of the room. After a brief discussion the board agreed to allow Liz the use of the community room during the fall for the hours agreed upon.
  11. **Adjournment:** Eileen DeMayo adjourned the meeting at 7:55 p.m. The meeting is adjourned until Sept. 20<sup>th</sup>, 2012.

Respectfully Submitted,

Lucille Huelin, Board Clerk