

**EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 18, 2018**

PRESENT: Ron Whitney, Michael Enders, Stephen Haddon, Josephine DiLungo, Lorena Venegas, Carol Scussel

ABSENT: Katy Klarman, 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 7:03 pm.
2. **Approval of Minutes:** Bruce George asked to have two items clarified. To be in compliance with the Federal Tax Exempt rules, the conflict of interest policy should be reviewed by the Board members once a year, and the library's emergency policy has not yet been incorporated into section 5 of the Employee's Manual but will be. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin – December 6 2017 – January 12, 2018.
Received From:
 - a. Judy Celone – e-mail regarding Staff Christmas Party
 - b. Kevin Kirby – Bank of America – e-mail regarding Insurance on loss of money in the Hagaman Fund Trust
 - c. Jenn Higham – E.H. Chamber of Commerce – e-mail regarding their Fundraiser for the Library in March 2018
 - d. Maria Bernier – E-rate, State of CT – e-mail regarding FY 18-19 E-rate Application
 - e. CT Dept. of Labor – regarding Unemployment Insurance
 - f. Mikhail Ivanov, Lightower Networks – e-mail regarding Frontier agreeing to let Lightower Networks to use the conduit for Fiber Optic Cable**Sent To:**
 - a. GiveGreater.org – Updated Profile for Library
 - b. Alcoholics Anonymous – Thank you for Donation of \$295.00
5. **Public Comment:** None
6. **Treasurer's Report:** The November and December reports were reviewed by Michael Enders. All accounts are in line for this time of year. Nothing outstanding. The Hagaman Fund was reviewed. Market is doing well, the Funds value is good.

7. **Director's Report:**

- a. Fiber Optic Cable: Frontier has agreed to allow Lighttower Networks to use their conduit. Construction will start on January 22nd and should take about a week to complete. Frontier cost will not change until the contract expires.
- b. Monthly Statistics: The monthly statistics for November and December were reviewed. Circulation was down for both months for the same time period last year. Internet usage was up in November and about the same for December. Programming attendance was down in November but increased in December.
- c. Reports: Included in this month's packet are reports from the Staff for each dept., an impact report from Sasha for 2017, Chris Hemingway's Annual Report, the Annual Calendar for the Library and samples of the Library's Annual Report Brochure for FY16-17, which will be made available to the public and a General Information Brochure that will go out to patrons. **Motion #2, see attached.** Bruce George also noted that Sarah Mallory had been nominated by the teens in her groups for the, I Love my Library Award. Also the Library's newsletter will be going out every two months.

8. **Committee Reports:** Ron Whitney and Stephen Haddon spoke about the fundraiser meeting that they held. The committee is not certain about what type fundraisers they should hold but did agreed that they would do the GiverGreater.org fundraiser again. They did discuss some of the changes they were going to make, such as using more e-mail notices and let flyers. Carol Scussel suggested going on E-TV and speaking about the library and the GiveGreater.org fundraiser. Lorena Venegas suggested someone speak to the East Haven Courier about it, contacts for both media were given to Ron Whitney. Also Stephen Haddon suggested that the Library's webpage be redesigned to include a link to the GiveGreater.org. Stephen would help with this but will need some help. Bruce will speak with Emily and Matt regarding this matter.

9. **Old Business:**

- a. Employee's Manual: Bruce George asked that the Emergency Procedure Plan be approved and he would then incorporate it into the Section 5 of the Employee's Manual. **Motion #3, see attached.**
- b. CEN Fiber Optic, see Director's report, item a.
- c. Elevator ADA Study: The study has been completed but it needs to be reviewed pared down to meet State Grant requirements. Ron Whitney, Michael Enders and Bruce George will meet with Sal Brancati to discuss this project for the Capital Improvement Budget.
- d. Library Emergency Policy: See item a
- e. FY 18-19 Budget Proposal to the Town. The Budget proposal was reviewed by Bruce George.

10. **New Business:**
 - a. Microfilm Reader/Printer Policy: The Friends of the Library purchased a Microfilm Reader/Printer for the Library and it has been set up and attached to the printer system. Bruce George wrote up a usage policy for this equipment. The Board reviewed the policy and Ron Whitney asked if it would be posted near the Microfilm Reader/Printer and Bruce confirmed that it would be. **Motion #4, see attached.**
 - b. Renewal of Photocopier Contract for 2018: Prism Office Solutions made a proposal for a 5 year contract for the lease of two copiers. Bruce George has reviewed the contract but would like to go through the competitive process before making a final decision. He will bring this back to the board.
 - c. Conflict of Interest Policy: The Board members present reviewed the policy and signed the forms.
 - d. Reducing DVD fines: Matt Earls, Tech Services, proposed that the DVD Fines be reduced in order to keep competitive with other options that the patrons have. **Motion #5, see attached.**
11. **Executive Session: Governance Matter:** The regular board meeting was adjourned at 8:25pm so the Board could hold an executive session regarding a Governance Matter. The regular board meeting was resumed at 9:01pm.
12. **Adjournment:** Ron Whitney adjourned the meeting at 9:01pm. The Meeting was adjourned until February 15, 2018.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JANUARY 18TH MEETING

Motion #1. Ron Whitney made a motion to accept the minutes from the December meeting, with the clarifications. Lorena Venegas seconded the motion. The motion carried.

Motion #2. Ron Whitney made a motion to approve the General Information Brochure and the Annual Report Brochure for 16-17. Stephen Haddon seconded the motion. The motion carried.

Motion #3. Ron Whitney made a motion to approve the Emergency Procedure Plan Policy. Stephen Haddon seconded the motion. The motion carried.

Motion #4. Ron Whitney made a motion to approve the Microfilm Reader/Printer Policy. Lorena Venegas seconded the motion. The motion carried.

Motion #5. Lorena Venegas made a motion to approve the lowering the DVD fines from \$1.00 to \$.25. Stephen Haddon seconded the motion. The motion carried.