

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
MARCH 15, 2018**

**PRESENT:** Ron Whitney, Michael Enders, Katy Klarman, Lorena Venegas, Maria Bracale

**ABSENT:** Carol Scussel, Josephine DiLungo, Stephen Haddon

**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 7:13 pm.
2. **Approval of Minutes:** The minutes from the February meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** The correspondence was read by Lucille Huelin  
**Received items:**
  - a. Minutes from the February 2018 meeting.
  - b. From the Finance Department Mayor's approved 2018-19 Budget
  - c. CEN – Invoice for Fiber Optic Cabling.
  - d. CT State Library – BorrowIt CT FY 2017-18 Report**Sent Items:**
  - a. Letter to Sal Brancati, Administration & Management, regarding the implementation of the CT State Library/CEN Fiber Optic
  - b. News Release to East Haven Courier and Register regarding Implementation of Fiber Optic Cabling
  - c. Letter to Mr. Wahid regarding position at Library
  - d. Letter to E-rate/Universal Service Administrative Co. regarding Form 471
5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the Financial Statements for February and the Hagaman Fund. Nothing unusual in the statements. The Hagaman funds are moving up and down along with the national markets. **Motion #2, see attached**
7. **Director's Report:**
  - a. Monthly Statistics: The monthly statistics for circulation and internet usage are down over the same period last year. The number of programs were down but the number of people attending was up.
  - b. Project Updates; a. Bruce George will send a note of sympathy and a request to the family of William DeMayo, Eileen DeMayo's brother-in-law. The request is to Honor William DeMayo with framed photo of him, he was a large donor to the construction cost of the DeMayo community room. b. Barbara Esposito's husband has passed away and Bruce George had a letter of sympathy that he asked the board members to sign. c. Bruce George noted a newspaper article regarding Steve Robillard who will be holding some skill learning classes in the library. d. Bruce George also talked about the Community Foundation Annual meeting to be held on April 19<sup>th</sup>. Lorena Venegas will attend.

8. **Committee Reports:** Katy Klarman had a suggestion for a fundraiser or a gift if people make donations to the GiveGreater campaign. She had a book bag with Mr. Hagaman's photo on it. Ron Whitney is scheduled to be interviewed by the East Haven Courier. There also was suggestions for putting posters around town, ads on the website and Lorena Venegas suggested using the Library's Facebook site also to advertise the GiveGreater.
9. **Old Business:**
  - a. Employee Manual: Bruce George is still working on putting it all together and will present it at a later meeting.
  - b. CEN Fiber Optic: Fiber Optic Cable is installed and up and running. The bill for this project is \$68,900. And it will be paid for through the State Library Grant and E-Rate Funding. The E-rate for 471 needs to be completed and there will be a few other forms to complete.
  - c. ADA Compliance Study: The Board was given two proposals for a new study to reduce the cost of the Elevator. Bruce George asked the board to approve Landmark Architects to do the new ADA Study. **Motion #3, see attached.**
  - d. Finance Board fully approved the Library's FY2018-19 Budget as presented.
  - e. Katy Klarman and Maria Bracale need to sign the conflict of interest Statements for 2018.
  - f. Elections: Lorena Venegas presented the nomination committee's slate of Officers for the 2018-2019 year.  
Ron Whitney for Chairperson  
Katy Klarman for Vice-Chairperson  
Michael Enders for Treasurer  
Lorena Venegas for Secretary  
There were no nominations from the floor and not objections. Lorena Venegas as secretary cast one vote for the presented slate of officers.
  - g. Approval of revised job description and change of title. Bruce George presented a revised job description to the board for the position of Head of Tech Services. This title will be changed to Integrated Library System (ILS) Librarian and Bruce has added more responsibilities to the position. There was a brief discussion of the new responsibilities. **Motion #4, see attached.**
10. **New Business:** None
11. **Other:** Lorena Venegas asked about the vacancy on the board and if anyone has come forward yet. Bruce knew of one person who might be interested and was going to talk with that person. All board members were asked to talk to anyone they know that might be interested to fill the vacancy.
12. **Adjournment:** Ron Whitney adjourned the meeting at 8:22 pm. The meeting was adjourned until April 19<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE MARCH 15<sup>TH</sup> MEETING**

**MOTION #1** Lorena Venegas made a motion to accept the minutes from the February meeting as presented. Ron Whitney seconded the motion. The motion carried.

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

**MOTION #3** Ron Whitney made a motion to approve Landmark Architects to do a new ADA Compliance Study for a new elevator. Katy Klarman seconded the motion. The motion carried.

**MOTION #4** Katy Klarman made a motion to approve the revised Job Description and Title for the Head of Tech Services position. Lorena Venegas seconded the motion. The motion carried.