

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
JUNE 21, 2018**

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

ABSENT: Maria Bracale, Katy Klarman, Christopher Brown

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 7:02 pm.
2. **Approval of Minutes:** The minutes from the May meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin

Received:

- a. Letter from Rebecca Bates, U.S. Trust Bank of America – regarding the Hagaman Fund Disbursement.
- b. Letter from Paul Pizzo, Architect, Landmark Architect – Regarding the Bad condition of Flat Roof System.
- c. Thank you note to Board for Sponsoring Darlene Hood’s Retirement Dinner.
- d. E-mail from Paul Spahr regarding the passing of Jackie Spahr former employee.
- e. Minutes from May Board meeting
- f. Letter from Kone Elevators regarding the elevator maintenance contract.
- g. Letter from Melanie Johnson – East Haven Historical Society regarding relocation of the Historical Society to the Library.
- h. Letter from Charles Parson – Jolly Time Seniors regarding a donation in Memory of Blanche DeStefano Jones.

Sent:

- a. Thank you letters sent to donors of the GreatGive, May 2018 by Ron Whitney
- b. Thank you note sent by Ron Whitney to Staples regarding Print Manager Jeannine, for her work and help with materials for the GreatGive.
- c. To Senior to Go Guide regarding Library’s entry for FY 2018-2019 Guide.
- d. U.S. Census Bureau for 2017 Economic Census.
- e. Thank you Letter to Linda O’Neill, Subway LLC for donation to Library.
- f. Thank you letter to Bernadette Welch for young adult book donation.
- g. Letter to staff regarding 2018-2019 pay raise.

5. **Public Comment:** None
6. **Treasurer's Report:** Treasurer's Report reviewed by Michael Enders. This is the last report for the budget for FY 17-18. The year will end on an even note. Also reviewed was the Hagaman Fund Disbursement for the 2017-2018 and 2018-2019 FY. There will be an adjustment to the disbursement for 2018- 2019 FY and the check coming in July should be for a little more than last year. **Motion #2, see attached.**
7. **Director's Report: Monthly Statistics:** The monthly statistics were reviewed by Bruce George. Desk circulation is down over last year, but Overdrive, online and wireless usage has increased. The number of programs increased for May by 7 and the number of people attending was up by 291 people. **Vacation:** Bruce George will be on vacation from June 25th to June 29th. **State Leadership Conference:** The State Library Leadership Conference will be held on November 2nd 2018 at the University of Hartford. Board members that have attended previous conferences said it was a good conference. Bruce George encouraged the board members to consider attending.
8. **Committee Reports:** Ron Whitney gave a brief summary of the GreatGive for May 2018. There was a drop in donations this year over last year. Ron stated that the board should reconsider sending out letters to donors for next year's GreatGive. Encouraging note - there were new donors this year.
9. **Old Business:** **a. Employee Manual:** Bruce George is still working on total revisions to the manual. Section 2 – General Employment and section 3 – Your pay and progress need to be updated. He will bring this back to the board. **b. Elevator ADA Compliance Study:** Landmark Architects, P.C. – sent a report on the Roof Assessment. Before the library can proceed with the elevator this issue needs to be addressed. The town Capital Improvement budget is not ready yet for the 18-19 FY. The board needs to set up an appointment with Paul Rizza, Town Director of Finance to discuss the situation. **c. Conflict of Interest Statement:** Bruce George is still waiting for Katy Klarman to sign. He will contact her again. **d. Helming & Company P.C.:** The board has already approved the tax return contract with Helming & Co. Bruce George will contact them to get more information regarding the Accounting Policies and Procedure Manual. **e. Health Savings Account:** Katy Klarman and Bruce George have met and discussed this issue and they have made some adjustments to the HSA Account.
10. **New Business:** **a. Approve Renewal of 5 year Photocopier Lease for 2018 to 2023:** Bruce George presented Proposals from three companies with two options on each proposal. Bruce had three goals in mind when reviewing these proposals. 1 – to lower costs, 2 - the library has been using two vendors, Bruce wants to reduce this to one vendor, which should reduce costs, and 3 - to get a new coin machine, the current one doesn't work well. The options are, option 1- leasing 3 photocopiers or option 2 - to lease 2 photocopiers and a Desktop Printer. Bruce recommended going with PRISM from Branford and using option 2. After a brief discussion a motion was made. **Motion #3, see attached.**

b. Relocation of Historical Society: Ron Whitney had received a letter from the East Haven Historical Society proposing reuniting the society with the Library for housing the Historical Society. They wanted to be able to use the upper level of the Library to house the historical items and records they have and to be open to the public for viewing. The board is concerned about allowing this at this time due to the issues with the roof and the elevator. After some discussion and a suggestion from Stephen Haddon to allow the society to use some space for presentations only, the board decided due to the issues of the roof and the elevator they could not help the Historical Society. Ron Whitney was going to send a letter and notify the Historical Society of this decision. **c. Flat Roof System:** Bruce George reviewed the Architect's findings regarding the flat roof system. There are three sections of flat roofs on the building and the architect found that water was getting under the tiles and leaking into the building and there was inadequate drainage for these areas. They gave an estimate of \$145,000 to \$285,000 dollar cost to repair the roofs. There may be an issue with asbestos. This work needs to be done before the elevator can be put in. Bruce will look into this further and the board must talk with the town regarding this issue. **d. Payment of Cobra Ins. Extension:** Due to some problems with a retired employee making the transition from the library's health insurance to Medicare. Katy Klarman and Bruce George have suggested that the library pick up the cost of Cobra extension coverage for the month of June for this employee. The cost is approx. \$860.00. **Motion #4, see attached.**

11. **Executive Session:**

12. **Adjournment:** Ron Whitney adjourned the meeting at 8:04 pm. The meeting was adjourned until July 26, 2018.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the June 21st meeting.

Motion #1 A motion was made by Stephen Haddon to accept the minutes as presented. Michael Enders seconded the motion. The motion carried.

Motion #2 Josephine DiLungo made a motion to accept the treasurer's report as presented. Steven Haddon seconded the motion. The motion carried.

Motion #3 Ron Whitney made a motion to approve a new 5 year lease from 2018 to 2023, from PRISM for 2 Photocopiers and 1 Desktop Printer. At a cost of \$12,540.00. Michael Enders seconded the motion. The motion carried.

Motion #4 Stephen Haddon made a motion to approve the Library to cover the cost of the Cobra Extension Insurance for the month of June for a retired employee. Ron Whitney seconded the motion. The motion carried.