

EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 18, 2018

PRESENT: Ron Whitney, Josephine DiLungo, Carol Scussel, Lorena Venegas, Michael Enders, Christopher Brown, Katy Klarman

ABSENT: Maria Bracale, 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 7:05pm.
2. **Approval of Minutes:** The minutes from the September meeting were reviewed. Bruce George noted that under Old Business item C the statement should read that Bruce George will talk further with the former employee's daughter-in-law for more information on the medical bills. Ron Whitney noted there were 4 motions made during the meeting and the 4th motion was not listed. Motion #4 – under New Business – Stephen Haddon made a motion to approve the signing of the Letter of Agency for participation in the CLC for 2018-20. Motion was seconded by Lorena Venegas, motion carried. **Motion #1, see attached.**
3. **Special Agenda Items:** None
4. **Correspondence:** Read by Lucille Huelin as follows:

Received From:

- a. Friends of the Library – Donation check of \$2,178.57 for specific items.
- b. Minutes of the September 20, 2018 Board meeting
- c. Helming & Company – Completed 990 form and Invoice for the Form 990/2017 Exempt Organization Tax Return
- d. Rebecca Bates, Bank of America – Hagaman Fund Disbursement for FY 2017-18.

Sent to:

- a. E-mail sent to CT State Library – Letter of Agency to participate in the FY2019-20 CT Fiber Consortium
- b. Therapy Works – Thank you note for donation to Cindy Gwiazda's Film night.
- c. Manager for East Haven Stop & Shop – Thank you note for allowing the library's Registration drive.

5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the Financial Statement for September. Everything looks good. The Hagaman Fund report was reviewed. The library received the adjustment to the yearly Hagaman Fund distribution. This was not listed in the September report because the check was not received until October. **Motion #2, see attached.**
7. **Director's Report:**
 - a. **Monthly Statistics:** Bruce George reviewed the monthly statistics and noted that circulation was down over last year. He also reviewed each report made by each department head. The Health Fair was a success and the programs held this month were all equally successful.
 - b. **Hagaman Fund:** There will be a teleconference at the November meeting with Rebecca Bates from U.S. Trust, Bank of America to review the Hagaman Fund.
 - c. **Helming and Co.:** The 990 Form was completed and Carl Helming will not be able to attend the November meeting to review this form.
 - d. **Architect Study:** Bruce has not had any contact with the Architect and will put this on hold for a while.
 - e. **The Stop and Shop Registration Drive:** The drive went well, but some issues came up regarding residency and property ownership. Bruce George wants to address this in the Borrower Registration Policy and will work on a revision.
 - f. The CEN cable installation has been completed. Christopher Brown asked about the placement of the cabling where the elevator is supposed to go. It could cause a problem when the time comes. Ron Whitney suggested that photos be taken of the placement of the cable.
 - g. **State Library Leadership Conference:** Bruce George told the Board Members about the Leadership Conference being held on November 2, 2018. If anyone is interested in attending let Bruce know very soon.
8. **Committee Report:** None
9. **Old Business:**
 - a. **Employee Manual:** The manual is almost completed Bruce George is still working on the format. Copies were handed out for review and a vote will take place at the November meeting.
 - b. **Cobra Payment:** No decision has been made yet, Bruce George and Katy Klarman will be meeting with the employee's daughter-in-law on Monday to review medical bills.
 - c. **Video Production:** Christopher Brown stated that he had no luck with the High School Media Club and ETV. They can't help due to the fact that they do not have enough staff. Katy Klarman suggested that we contact Gateway Community College and see if they can help. Ron Whitney suggested that reviewing the Branford Library video may help to get a better idea of what our video should look like. Lucille Huelin will contact Bob Petrucelli, the Youth Services Director to see if they can help.
10. **New Business:**
 - a. **Staff Christmas Party:** The staff is starting to look for a place to hold their Christmas Party. Last year the Board helped with the cost of the party and the staff has asked if the Board would be willing to help again. There are about 35 staff members. After a brief discussion the Board agreed to help. **Motion #3, see attached.**

- 11. Other: a. Board Records:** Sylvia DePalma would like to give all the Board files that she has kept over the years to the library. Some can be valuable, reports from attorneys, records of previous attempts to remodel the library etc. These show the history of activity that the Board oversaw. There was a brief discussion and Bruce George will talk to Fawn and look for a place to put a file cabinet for the files.
- 12. Executive Session:** None
- 13. Adjournment:** Ron Whitney adjourned the meeting at 8:04pm. The meeting was adjourned until November 15, 2018.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE OCTOBER 18, 2018 MEETING

Motion #1 A motion was made by Lorena Venegas to accept the September meeting minutes, with the two corrections. Michael Enders seconded the motion. The motion carried.

Motion #2 A motion was made by Christopher Brown to accept the Treasurer's Report as presented. Josephine DiLungo seconded the motion. The motion carried.

Motion #3 A motion was made by Lorena Venegas to make a donation of \$900.00 to the Library Staff Christmas Party. Katy Klarman seconded the motion. The motion carried.