

**EAST HAVEN MEMORIAL LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
SEPTEMBER 20, 2012**

**MEMBERS PRESENT**

Sylvia DePalma  
Carol Scussel  
Sue Stacey  
Stephen Haddon  
Maria Bronson

**MEMBERS ABSENT**

Eileen DeMayo  
Cathy Burgard  
Kathleen Yuse  
Anthony Vigliotti

**ALSO PRESENT**

Karen Jensen, Library Director  
Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:20 p.m.
2. **Approval of Minutes:** The minutes from the August meeting were reviewed. Sue Stacey made a motion to accept the minutes as presented. Maria Bronson seconded the motion. The motion carried unanimously.
3. **Correspondence:** Karen Jensen had received a notice from the Town employees who will be collecting donations to be sent to a children's hunger program in memory of Ralph Mauro's grandchild. Karen had a notice of a fundraiser to help raise money to help the Trolley Museum. After a brief discussion Maria Bronson made a motion to spent \$150.00 for the Library Board to buy a brick at the Trolley Museum. The motion was seconded by Sue Stacey. The motion carried unanimously. Also Karen had a notice from the Rotary Club who was continuing their fundraiser for pavers around the fountain in the center of town. Maria Bronson made a motion to by an 8 X 8 paver fro \$135.00. Carol Scussel seconded the motion. The motion carried unanimously. Karen had another notice of a fundraiser for the fire department. They are looking for ads to be placed in a calendar they will be producing. The calendar will be designed for senior citizens to be able to list all important phone numbers and other information and will be given to the seniors. The last item was a notice regarding staff member

- Cindy, whose mom had passed away. Karen asked for a donation to be made in Cindy's mom's name to the Alzheimer's Association. Stephen Haddon made a motion to donate \$100.00 to the Alzheimer's Association. Maria Bronson seconded the motion. The motion carried unanimously.
4. **Public Comment:** None
  5. **Treasurer's Report:** The August treasurer's report was reviewed. Maria Bronson made a motion to accept the report as presented. Carol Scussel seconded the motion. The motion carried unanimously.
  6. **Director's Report: Monthly Statistics:** The August monthly statistics were reviewed. **Project Updates:** Students are working to finish the Tree of Knowledge and it should be done by the open house. The last pieces to the community room will be finished shortly. Furniture will arrive on Tuesday, Sept. 25<sup>th</sup> and the flooring may be in on Friday the 21<sup>st</sup>. The paving company submitted a quote and Karen sent it to the town. **Other:** Karen Jensen is working with Helming and Associates to complete the application for the 501C3 status. They need to have 3 years of information. The State Library is holding a Spanish Culture and Language workshop for librarians. This workshop will take place at the Hagaman in September and October. All Hagaman full time staff will attend. The State Chet Program held a summer contest for children. An East Haven student won the contest and because of that Chet will donate \$500.00 to the library.
  7. **Committee Reports:** None.
  8. **Old Business: Conflict of Interest Policy:** Karen Jensen handed out the new conflict of Interest Policy. Board members reviewed the policy and after a brief discussion Stephen Haddon made a motion to accept the Conflict of Interest Policy as presented. Maria Bronson seconded the motion. The motion carried unanimously. **Community Room Use Policy:** Karen Jensen presented the updates made to this policy. After a brief discussion Maria Bronson made a motion to approve the revised Community Room Use Policy. Carol Scussel seconded the motion. The motion carried unanimously.
  9. **New Business:** The board decided to move the open house of the new community room and children's room until November 10<sup>th</sup>. An open house will be held from 1 to 4 pm. Refreshments

will be serviced. There will be a ribbon cutting ceremony and music. Karen will put together some photos of the construction and the creating of the Tree of Knowledge. A committee of Karen Jensen, Maria Bronson, Sue Stacey and Sylvia DePalma will meet on October 11<sup>th</sup> at 7:00 pm to do more planning of the open house on November 10<sup>th</sup>.

10. **Other Business;** None

11. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:00 pm. The meeting was adjourned until October 18<sup>th</sup>.

Respectfully submitted

Lucille Huelin, Board Clerk