

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 17, 2019**

PRESENT: Ron Whitney, Josephine DiLungo, Michael Enders, Christopher Brown, Katy Klarman, Stephen Haddon

ABSENT: Maria Bracale, Carol Scussel, Lorena Venegas,

ALSO PRESENT: Bruce George, Library Director and Judy Celone, Treasurer

1. **Call to Order:** Ron Whitney called the meeting to order at 7: 01pm.
2. **Approval of Minutes:** Minutes from the November 2018 meeting were reviewed.
Motion #1, see attached.
3. **Special Agenda Item:** None
4. **Correspondence:** Reviewed as follows:
Received:
 - a. E-mail from Diversified Building Services LLC regarding increase starting July 1, 2019
 - b. E-mail from CT State Library regarding E-rate for 19-20
 - c. Letter from CT Dept. Labor – regarding 2019 Unemployment Rate
 - d. Memo from Town of East Haven – Regarding Purchase Order and Overtime Freeze.
 - e. Received Budget Packet for 2019-2020 FY from Finance Dept.
 - f. Letter from Library Patron commending Cindy Gwiazda for a Genealogy Club presentation and Fawn Gillespie for her assistance with a newspaper article.
 - g. From the President of East Haven Chamber of Commerce regarding Fundraiser for the Library.**Sent:**
 - a. To Kone Elevator regarding Contract Rider for Maintenance Control Plan
 - b. To Library Patron regarding a complaint made to the library
 - c. To Jolly Time Seniors, a thank you note for donation
 - d. To Library patron - thank you note for donation
 - e. Letter to Parents of juvenile patrons regarding Parental Responsibility.
 - f. Letter to TIAA-CREF regarding Renewal of Retirement Plan Adoption Agreement.
 - g. Letter to Treasurer of AA – Thank you for donation.
5. **Public Comment:** None.
6. **Treasurer's Report:** Treasurer's report reviewed by Michael Enders. He gave a brief review on the expenses and gains. **Motion #2, see attached.**

7. **Director's Report:** Bruce George reviewed the Monthly Statistics for November and December 2018. Bruce George also reviewed ongoing projects.
8. **Committee Reports:** None
9. **Old Business:** a. Employee Manual – see new business, b. Payment for COBRA Health Insurance Extension - A brief discussion was held. **Motion #3, see attached.** c. Video for Library, Community Foundation Profile - Ron Whitney is working on this. d. Repair of Front Steps & Ceiling Heating/Air conditioning vents – Work on the front steps has been postponed due to weather and the vents and ceiling tiles were cleaned.
10. **New Business:** a. Budget request – Bruce George reviewed the budget proposal for 19-20 FY. b. Employee Handbook – Bruce George reviewed the following revisions to the handbook: (1) For Section 3: Your Pay and Progress, under Overtime Heading, wording was added to define compensatory time for non-exempt library staff: and For Section 5: On the Job, Part C: Employee Conduct, Outside Employment, the wording was eliminated for a library employee not being able to work for a competitor. **Motion #4, see attached.** c. Revisions to Library Meeting Room policy – Bruce George reviewed changes regarding responsibility for cleaning up rooms after usage. The change will make it the responsibility of the group who uses the room to clean it afterward. **Motion #5, see attached.** d. Revised Library Internet Use Policy – Bruce George reviewed changes to items #8 and #13, and added a new item #16. **Motion #6, see attached.**
11. **Other:** Ron Whitney reviewed the conditions for the 2019 GreatGive.
12. **Executive Session:** None
13. **Adjournment:** Ron Whitney adjourned the meeting at 8:35pm. Meeting adjourned until February 21, 2019.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the January 2019 meeting

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

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

Motion #3 A motion was made by Steven Haddon to pay \$2,191.30 out of the health care account, for the COBRA Health Insurance Extension for a former employee. Michael Enders seconded the motion. The motion carried.

Motion #4 A motion was made by Ron Whitney to accept the revisions and addition to the Employee's Handbook. Chris Brown seconded the motion. The motion carried.

Motion #5 A motion was made by Ron Whitney to accept the revisions to the Library's Meeting Room Policy. Chris Brown seconded the motion. The motion carried.

Motion #6 A motion was made by Ron Whitney to accept the revisions to the Library's Internet Usage Policy. Steven Haddon seconded the motion. The motion carried.