

**EAST HAVEN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
OCTOBER 18, 2012**

MEMBERS PRESENT

Cathy Burgard
Eileen DeMayo
Sue Stacey
Stephen Haddon
Maria Bronson
Carol Scussel
Sylvia DePalma

MEMBERS ABSENT

Kathleen Yuse

Also Present

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:00 pm.
2. **Approval of Minutes:** The minutes from the September meeting were reviewed. Sue Stacey made a motion to accept the minutes as presented. Cathy Burgard seconded the motion. The motion carried unanimously.
3. **Correspondence:** Eileen DeMayo had a letter of resignation from Anthony Vigliotti. Karen Jensen had a letter of thank you from the Trolley Museum for the donation made by the Library.
4. **Public Comment:** None
5. **Treasurer Report:** The treasurer's report was reviewed. Cathy Burgard made a motion to accept the treasurer's report. Sylvia DePalma seconded the motion. The motion carried unanimously.
6. **Director's Report:** The monthly statistics were reviewed. Karen had a meeting with Art DeSorbo, Kevin White and Paul Rizza and the town has agreed to do some paving and fixing up of the parking lot in the back where the addition was built. Karen Jensen is still working with Helming & Associates to get the 501C3 status back. In order to comply with the application Helming has had to do a lot of research which has taken longer than planned on and there is a bill due of \$6,500.00. This is higher than originally planned. Judy Celone said the money can be taken from the Connect Card account and the First

Niagara Building account. Maria Bronson made a motion to pay the Helming & Associates bill of \$6,500.00 for the 501C3 and 990 form applications. Sue Stacey seconded the motion. The motion carried unanimously. Karen Jensen and all full time staff attended a workshop on Spanish language. It went very well and staff learned a lot. One of the things they learned was that parents that speak Spanish and have students in the high school are having a hard time understanding the college application process. Karen is planning on having a workshop with staff from some colleges and the high school to help with this process.

7. **Committee Reports:** Sue Stacey and Sylvia DePalma gave their report on the planning of the grand opening of the DeMayo Community Room. Sylvia DePalma reported the refreshments will be cake, cookies and punch. Michael Cretella will provide music for the afternoon. There will be a magic show going on in the children's room at 2:00. Sue Stacey took care of the advertising of the event. Sue contacted the newspapers, TV stations and ETV. Ads will be run in the local papers. Flyers have been mailed out.
8. **Old Business:** None
9. **New Business:** Karen had the Holiday schedule for 2013 and the meeting schedule for 2013, which she presented to the board. Maria Bronson made a motion to approve the holiday closing schedule for 2013. Sylvia DePalma seconded the motion. The motion carried unanimously.
10. **Other:** Christmas Party. Karen Jensen asked the board if they would be willing to help fund the staff Christmas Party as they have done in the past. After a brief discussion Sylvia DePalma made motion to give \$500.00 to the staff for the staff Christmas Party. Maria Bronson seconded the motion. The motion carried unanimously.
11. **Adjournment:** Eileen DeMayo adjourned the meeting at 7:40pm. The meeting was adjourned until November 15th.

Respectfully Submitted,

Lucille Huelin, Board Clerk