

**EAST HAVEN MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 17, 2013**

**MEMBERS PRESENT**

Eileen DeMayo  
Kathleen Yuse  
Sylvia DePalma  
Sue Stacey  
Stephen Haddon  
Carol Scussel

**MEMBERS ABSENT**

Cathy Burgard  
Maria Bronson

**ALSO PRESENT**

Cynthia Gwiazda, Interim Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the December meeting were reviewed. Sue Stacey made a motion to accept the minutes as presented. Kathleen Yuse seconded the motion. The motion carried unanimously.
3. **Correspondence:** Cynthia Gwiazda read a thank you note from Karen Jensen.
4. **Public Comment:** None
5. **Treasurer's Report:** The monthly financial statement and the quarterly invested funds report were reviewed. Judy Celone went over the invested funds report. Some of the accounts are now closed, the funds having been used in the construction of

the new community room. The financial accounts are at the mid way point for the fiscal year and all accounts are in good standing. Sylvia DePalma made a motion to approve the Treasurer's report as presented. Stephen Haddon seconded the motion. The motion carried unanimously.

6. **Director's Report:** Cynthia Gwiazda will be the Interim Library Director. A copy of the agreement is attached to the minutes. Cynthia read through the last director's report done by Karen Jensen. **Wireless Access:** The wireless access is still being installed by Chris Distasio and once it is complete the contract with Digital Back Office will be canceled. **Community room:** There are several problems that need to be fixed in the community room. A door lock, exterior lights, and seeding of the lawn in the spring are a few of the items on the list. Cynthia will contact the contractor and try to get these issues addressed. Final payment will not be made until everything has been fixed. **Copier:** Friends of the Library had donated \$5,000 to be used for a new printer/scanner/copier in the teen center. This issue will be handled by the new director. **Water leakage:** There are several spots in the library that are leaking after a brief discussion Stephen Haddon suggested that Cynthia contact the public works director to have these leaks fixed. Stephen offered to speak to the public works director also. **Latino Community Outreach:** There is a workshop scheduled for March to help Spanish speaking parents with the college admissions process. Sue Stacey questioned whether or not the East Haven High School would be involved. Cynthia stated that Quinnipiac University was running the program, but she will invite the staff from the high school guidance dept. Stephen Haddon questioned if we are helping other minority communities. Cynthia stated that this workshop was being directed at the Latino community but anyone was welcome and that she would look into doing a program for other communities. For the next few months Sasha, Fawn and Cynthia will all submit reports to the board concerning their departments. Stephen Haddon also thanked Cynthia Gwiazda for stepping forward and taking on the position of Interim Director and he expressed the Boards appreciation for her work.

7. **Committee Reports:** The search committee reported that they have 5 applications so far. The deadline for applications is February 4<sup>th</sup>, 2013. Cynthia Gwiazda has placed ads in several publications and on websites, including the Connecticut Library site and several college library sites. The next meeting will be held on Thursday January 23<sup>rd</sup> at 7:00 pm. Eileen DeMayo will be added to the committee.
8. **Old Business:** None
9. **New Business: Budget For 2013-2014:** Karen Jensen had written up the budget for 2013-2014. Cynthia went over the budget items with the board members. The budget will be submitted to the Mayor by February 2<sup>nd</sup>.
10. **Other:** Kathleen Yuse made a proposal to have a plaque made and placed in the teen center in honor of Elizabeth McHardy. Her generous donation made to the library several years ago, helped to make the community room and teen area a reality. After a brief discussion it was agreed that Cynthia will look into the cost and wording for a plaque and will bring the information to the next meeting.
11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:10 p.m. The meeting was adjourned until February 21, 2013.

Respectfully Submitted.

Lucille Huelin, Board Clerk