

**EAST HAVEN MEMORIAL LIBRARY
SPECIAL MEETING MINUTES, BOARD OF TRUSTEES
DECEMBER 18, 2012**

MEMBERS PRESENT

Sue Stacey
Cathy Burgard
Stephen Haddon
Maria Bronson
Sylvia DePalma
Kathleen Yuse

MEMBERS ABSENT

Eileen DeMayo
Carol Scussel

ALSO PRESENT

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

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the October 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:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Treasurer's reports for October and November were reviewed. Kathleen Yuse made a motion to accept the reports as presented. Cathy Burgard seconded the motion. The motion carried unanimously.

6. **Director's Report: 501C3 Report:** The Application has been completed and it will be submitted to the IRS. There may be questions before approval. Karen Jensen will make herself available to answer questions if any. **Monthly Statistics:** The statistics for November decreased slightly over October, but stayed about the same as this time last year. **Friends of the Library:** The Friends made a donation of \$5,000 to the library. They would like it to be used for the teen center. Karen Jensen is looking into purchasing a printer/scanner/copier for the students to use. She will prepare quotes and estimates for the next Director. There are no new projects at this time.
7. **Committee Reports:** None
8. **Old Business:** None
9. **New Business:** Karen Jensen will be leaving as Director of the Library on January 11, 2013. Karen will prepare the Budget for the 2013-2014 fiscal year before she leaves. A search committee was formed to start the search for a new Director. Steve Haddon, Sue Stacey, Cathy Burgard will service on this committee. The committee will also include a staff member from the Library, a member of the Friends to the Library, and a former Board member. Sylvia DePalma will contact these people. The first meeting of this committee will be January 3, 2013 at 7:00 pm. After this first meeting, ads will be placed for the position. The Board would like to appoint an Interim Director until a new Director can be hired. Maria Bronson will write a letter of appointment. The Interim position will begin on January 14, 2013. After a brief discussion Sue Stacey made a motion to give the Interim Director a \$500.00 per month pay increase over their current salary. Cathy Burgard seconded the motion. The motion carried unanimously. This will be considered a Bonus of \$250.00 per pay period for taking on some of the responsibilities of the Director's position.
10. **Adjournment:** Sylvia DePalma adjourned the meeting at 7:40 p.m. The meeting was adjourned until January 17th, 2013.

Respectfully Submitted,

Lucille Huelin, Board Clerk