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**EAST HAVEN PUBLIC LIBRARY INC
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEE MEETING MINUTES
AUGUST 19, 2021**

PRESENT: Stephen Haddon, Ron Whitney, Amy Derbacher, Katy Klarman, Kara Canney, Christopher Brown

ABSENT: MaryAnn Rivera, Lorena Venegas

ALSO PRESENT: Bruce George, Library Director – Judy Celone, Library Treasurer – Lucille Huelin, Board Clerk

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:05pm. Stephen Haddon requested a change in the agenda, to have Mary from the Friends of the Library meet with the board at this time to talk about the East Haven Fall Festival. The Board agreed and had a phone meeting with Mary. The Friends of the Library are going to have a booth at the East Haven Fall Festival on Sept. 11th from 10 – 4. They want to help promote the library and its 100th Anniversary. Mary wanted to discuss what the Friends could do on September 11th, such as handing out any materials the Board might have. After a brief discussion the board decided to discuss this further and will get back to Mary on what they want to do.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Bruce George wanted to clarify the statement under the Director's Report, item a, Job Scams. The last sentence should read If any person calls regarding the Job Scam, who were taken in by the scam, should call the East Haven Police Dept. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:
Received From:
 - a. **East Haven-North Haven Probate Court** – Affidavit of closing of the Estate of Edna Camarota.
 - b. **Library Trustee** – Recommendation Regarding Cybersecurity.
 - c. **Raymond James** – Account Information Verification
 - d. **Board Clerk** – Minutes from July meeting.
 - e. **Bank of America** – Regarding Paycheck Protection Program Loan forgiveness
 - f. **Raymond James** – ACH Profile Established

- g. **Bibliomation** – Return on Investment as Member of Bibliomation
- h. **Board Trustee** – Letter of Resignation
- i. **Director of Personnel Town of East Haven** – Memo regarding wearing of Masks in Town Buildings.
- j. **E-rate Coordinator, CT State Library** – Letter of Agency

Sent To:

- a. **Helming and Co.** – Signed Letter of Engagement for Tax form 990.
- b. **Thank you, letter,** – for donation made to library
- c. **Thank You Letter** – for donation made to library
- d. **Philadelphia Ins. Co.** – Incident Report regarding Jobs Scam.

5. Public Comment: None

- 6. Treasurer's Report:** Ron Whitney reviewed the July Financial Report. This is the first report for the new fiscal year. Ron noted an expense for Bibliomation that occurs once a year, causing a larger expense for the month. He also reviewed the Hagaman Fund and noted the receipt of the monthly disbursement of approximately \$4,600.

7. Director's Report: a. Monthly Statistics: The statistics for July were reviewed.

Physical circulation is up over last year, electronic circulation is down. Due to the reopening of the library to the public. Website sessions have increased, and Wi-Fi sessions have increased. This is due in part to the new outdoor Wi-Fi strength. **b.**

Programs: Bruce George reviewed all the programs that were held in July and spoke about some coming events. There was an increase in programs and attendance over last year. Bruce also reminded everyone of the upcoming Concert on October 9th, at 2:00 pm in honor of Eileen DeMayo and that Tom Callinan, CT State Troubadour will perform at the Fall Festival on Sept. 12th at 10:30 am. **c. Hoopla:** Cindy Gwiazda, Emily Kolotani and Bruce George met with Amanda Hurst, a representative from Hoopla to review their services and what more the library could be using. Emily Kolotani will do a monthly report on what is available for the staff to use, and Sasha Gardiner will also start to promote and use the Hoopla's children's options. **d. Fake Job Scam:** This issue has been settled. See New Business item b for more. **e. Building:** The AC units are still not working correctly. George Ellis is going to give Bruce George a quote for bringing a Mitsubishi Technician in to work on the problem. The DPW has been in a fixed the plumbing problems, there are several other issues that Bruce George has asked them to fix, and they have not yet responded regarding those problems.

- 8. Committee Reports: a. Executive Committee:** The discussion centered around Cyber Security and the assessment and recommendations made by Steve Robillard. This issue has come up because of the recent Job Scam. The scam was started through an e-mail address. The library has taken steps to prevent this from happening again, by closing the door to this e-mail and taking control of the .com domain. The Bibliomation program also provides a measure of security. At this point it was agreed that the staff needs training on looking for the signs that would indicate a phony e-mail address or a phishing attack on the system. **b. Building Committee:** This committee did not meet. **c. Fundraising Committee:** Ron Whitney and Amy Derbacher gave a brief review of the

commemorative coins that were purchased for the 100th anniversary. There was a brief discussion as to how to distribute the coins and to whom. **d. Camarota Estate**

Subcommittee: Katy Klarman spoke briefly about the transfer of the funds to the Raymond James account having been completed. There are a few more documents that must be completed, and Raymond James is working on a proposal of options for investment of the funds. When Katy receives the proposals, she will pass them on to the board. Most of the funds were placed in the account with Raymond James. A small amount was left in the general fund, should any unexpected expenses arise.

9. **Old Business:** **a. Capital Improvement Budget:** On August 16th a meeting was held with Mayor Carfora, Michelle Benivegna, Director of Personnel and Assistant Director of Administration and Management of the Town of East Haven, Stephen Haddon, Jeremy Cogdill of Garland Co., and Bruce George. A discussion was held on the signing of the grant contract and on what documents needed to be completed to go with the contract. They also discussed which of the three bidding processes they wanted to use. It was decided to use the DAS State Contracting Portal. A review of the timeline for construction was had. The bidding process will be held in the fall and construction should start in the spring. **b. Closing of Library due to COVID-19:** A Memo was received from the Town Administration stating that masks will be required, for non-vaccinated people, entering town buildings. It also encourages all vaccinated people to wear a mask when in town buildings. The senior center will be closed to all activities except official town commission and board meetings. **c. Paycheck Protection Program:** A meeting was held on July 28th with Stephen Haddon, Judy Celone, Bruce George, and Bank of America. Bank of America will contact Bruce to review documents for the library to contest the reduction of the forgiveness amount. **d. Approval of New Telephone System:** This item is finished. The last payment needs to be made. In September Bruce George will work with the company on the need to replace some cables. **e. CARES Act:** Still waiting for completion of the application. **f. A.J. Berman Fund:** This is still on hold. **g. American Rescue Plan:** This money is being spent. **h. Approve Credit Card Payments:** Bruce George is still working on getting information from other libraries and getting some questions answered. He will bring this back to the next meeting. **i. Helming and Co.:** Helming and Co. is in the process of completing this tax return. They will notify Bruce George when the paperwork is ready.
10. **New Business:** **a. Approval of Letter of Agency:** This letter permits the library to participate in the CT Libraries Fiber Consortium for E-rate services. This will be for the FY 22-23. **Motion #2 see attached.** **b. Internal Operations Cybersecurity Policy:** The issue of cybersecurity is being reviewed because of the Job Scam problem. After much discussion it was determined that a policy is not necessary at this time. The Job Scam issue was settled as stated in the Executive Committee report. The library is also taking steps to train the staff on general internet safety procedures and practices to help detect or prevent phishing attacks. Bibliomation has security software in place also. Bruce George will be working with Cristian Astudillo on this issue. Bruce noted that the Director's and Officer's insurance policy does have coverage for ID theft. He will continue to review the policy and its' coverage. **c. Library's presence at the East**

Haven Fall Festival 2021. This item was discussed at the beginning of the meeting with the Mary from the Friends of the Library.

11. Executive Session: None

12. Adjournment: Stephen Haddon adjourned the meeting at 8:20 pm. The meeting was adjourned until September 16th, 2021.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE AUGUST 2021 MEETING

MOTION #1 Christopher Brown made a motion to approve the July meeting minutes with a clarification. Ron Whitney seconded the motion. The motion carried.

MOTION #2 Stephen Haddon made a motion to Authorize the signing of the Letter of Agency. Kara Canney seconded the motion. The motion carried.