

**EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEE MEETING MINUTES  
SEPTEMBER 16, 2021**

**PRESENT:** Stephen Haddon, Ron Whitney, Chris Brown, Kara Canney, Lorena Venegas

**ABSENT:** Katy Klarman, Amy Derbacher

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

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:04pm.
2. **Approval of Minutes:** The minutes from the August meeting were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:  
**Received From:**
  - a. CT Administrative Service OSBI- Bureau of Boilers – regarding Operating Certificates
  - b. AA group – Donation of \$147.00
  - c. Minutes from August meeting
  - d. Lockton Companies – Proof of Liability Insurance
  - e. CEN Technical Support – Regarding Library’s Internet Filter
  - f. DBS Building Solutions- Quote for Custodial Services
  - g. Resident interested in filling the vacancy on the Board of Trustees
  - h. Raymond James – Account Statement
  - i. CT State Library – Signed State Public Library Construction Grant Contract**Sent To:**
  - a. CT. State Library – Letter of Agency for Funding Year 2022-2023
  - b. CT State Library – State Public Library Construction Grant Contract
5. **Public Comment:** Nancy McNicol spoke briefly on her background and qualifications to become a member of the Board of Trustees.
6. **Treasurer’s Report:** Ron Whitney reviewed the Financial Statement, and everything is as it should be. Nothing outstanding to note. He also reviewed the Hagaman Fund, noting the Fund has increased and he noted the monthly disbursement was recorded. Ron briefly reviewed the Camarota Fund. **Motion #2 see attached.**
7. **Director’s Report: a. September 29<sup>th</sup> meeting:** There were some questions concerning a meeting that will be held on the 29<sup>th</sup>. Bruce George reviewed the request for using the library and found that the group has followed all the rules set by the library’s meeting room use policy including the limit of 20 people at the meeting. Bruce also spoke with Lorena Venegas about the matter since she will be involved with the meeting. Lorena spoke to the board regarding the meeting and the Board agreed that there was no issue.

**b. Statistics:** Bruce George reviewed the statistics for the month, as well as the programs and events that have already taken place and those that will be coming up. **c. Building updates: AC Units:** Bruce George has not heard from the George Ellis Co. regarding the AC units. **Cleaning Service:** Bruce George has met with DBS Building Services regarding changing cleaning companies. They gave him a quote for services which included more hours, the cost is higher due to that. This item should be considered for the 2022-23 budget. **Water Damage:** There was some leakage from the roof during the last storm. Ceiling tiles were soaked and the carpet around the upper-level circulation desk got wet. DPW was called in and they cleaned up the area, going over the area several times with the wet vacuum. **d. Change in Insurance Co:** The Town has changed from USI Insurance Services to Lockton Companies for insurance coverage. Bruce George has updated with Lockton the proof of insurance on the leased copiers. **e. Director/Officers Insurance:** Susan Krasnow from Nicholson Associates Inc. is willing to meet with the Director and Board members to review and explain the insurance policy. **f. Library Board Bylaws:** Bruce George gave all board members a copy of the last revised Bylaws and noted that there are several changes and updates that should be made to the bylaws. He has asked that this item be put on a schedule to be reviewed.

8. **Committee Reports:**
  - a. Executive Committee:** Stephen Haddon gave a summary of items discussed at this meeting. They discussed the flooding and leaks from the last storm, the delay of the Roofing project until next year, the grant application and the board vacancies.
  - b. Building Committee:** There was no meeting held. Stephen Haddon gave a summary to the board as to where the roof project stands. The state has approved the grant and all the necessary paperwork has been completed. The next step is the bidding process the contractor was given the okay to start the bidding process and everything probably will not be completed until late November, so the repairs won't be done until late winter early spring.
  - c. Fundraising Committee:** Ron Whitney spoke about the Commemorative Coins for the Library's 100<sup>th</sup> Anniversary. 500 coins were ordered and have been received. The discussion centered on how and to whom they will be given. The Friends of the Library, GreatGive contributors, Board members, active employees and members of the Historical Society are some of the organizations that the board will be looking to hand out coins to. Lorena Venegas and Ron Whitney will work on the details for this project. The money for the purchase of the coins came out of the general fund.
  - d. Camarota Fund:** Katy Klarman was unable to attend this meeting but had e-mailed a report to the Director and to Stephen Haddon and copies were given to board members. Bill Newman from Raymond James has put together a proposal for the investment of the funds. He will make a presentation to the full board. Again, it was stated that the committee needs to review the Board's Bylaws and make what ever changes are necessary for the administration of this fund now that it has been established.
9. **Old Business:**
  - a. Capital Improvement Budget:** This item concerns the roof repair project which was discussed under Building Committee report.
  - b. Closing of the Library due to COVID-19:** One P/T employee tested positive for covid-19, but she had not been in the library at the time and was not in contact with any other employee. How this type of situation can be handled in the future is still in question.
  - C. Paycheck Protection**

**Program:** Bank of America has not contacted Bruce George regarding the library's application for a review of the reduction in the loan. Bruce will try to follow up with the bank, but a board member may have to call them to get any information. **d. New Phone System:** Bruce George has spoken to Tony Monaco regarding the phone system and the conference calls. Bruce will be purchasing a special phone to handle these calls and Tony will do the installation. **e. CARES Act:** Bruce George has been in contact with ADP, and they are still working on the process, they are currently behind schedule. **f. A.J. Berman Fund:** This is still on hold. **g. American Rescue Plan Act:** The funds from this grant are being spent slowly on the cleaning of the bathrooms, the schedule for cleanings has changed. **h. Accepting Credit Card Payments:** This issue is still being looked at. **i. Internal Operations Cybersecurity Policy:** Having a separate policy will be dropped, but Bruce George is working on revising Section 5 of the Employee's Handbook to include this issue. **j. Helming & Co Form 990:** Helming is working on this return. The filing date is in November.

**10. New Business: a. Revision to Section 5, On the Job, of Employee's Handbook:** Bruce George is working to revise this section to include concerns of Cybersecurity. He will bring this back to the next meeting.

**11. Executive Session:** None

**12. Adjournment:** Stephen Haddon adjourned the meeting at 8:36pm. The meeting was adjourned until October 21<sup>st</sup>.

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE SEPTEMBER 16<sup>TH</sup> MEETING**

**MOTION #1** Chris Brown made a motion to accept the minutes from the August meeting as presented. Kara Canney seconded the motion. The motion carried.

**MOTION #2** Lorena Venegas made the motion to accept the Treasurer's Report as presented. Chris Brown seconded the motion. The motion carried.