

**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEE MEETING MINUTES
OCTOBER 21, 2021**

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

ABSENT: Lorena Venegas

ALSO PRESENT: Bruce George, Library Director – Judy Celone, Library Treasurer – Lucille Huelin, Board Clerk – William Newman from Raymond James Associates

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:03 pm.
2. **Approval of Minutes:** The minutes from the September meeting were reviewed. **Motion # 1 see attached**
3. **Special Agenda Item:** William Newman, Vice-President, Investments, Raymond James & Associates. William spoke briefly on the type of company that Raymond James & Associates is and then made a presentation on the proposal for the investment of the Camarota Funds. He spoke about having conservative or aggressive investment of the funds. Part of the funds should be invested in a more liquid form, so money can be available if needed. The board needs to determine their short-term and long-term goals for the funds. Board members had questions regarding the two proposals. The board will need to make several decisions on how they want to invest these funds. The committee will meet again to determine what type of investments should be made.
4. **Correspondence:** Correspondence, received and sent, read by Lucille Huelin as follows:
Received from:
 - a. Lockton Companies – Proof of Liability Insurance for leased computers.
 - b. ADP – Employee Retention Credit Funding Invoice
 - c. Nationwide Securities – Mutual Fund Account Holdings being transferred to Pershing LLC after November 2, 2021.
 - d. Bank of America – Hagaman Final Year End Disbursement for FY 20-21
 - e. Techsoup.org – regarding Elimination of on Premises Software for donations.
 - f. Executive Director of Bibliomation – regarding the release of Windows 11
 - g. Internal Revenue Service – Form 990 for 2019.**Sent to:**
 - a. AA – Thank you note for a donation made to the library.
5. **Public Comment:** None
6. **Treasurer's Report:** Ron Whitney gave a report on the monthly financial statement and all accounts are good at this time, nothing special to note. He also gave a brief report on the Hagaman Fund and the Camarota Fund.

7. **Director's Report: Monthly Statistics:** Bruce George reported on the monthly statistics. Circulation is up over this time last year, but still short of where it had been in 2019, before the Pandemic caused the library to shut down. He also reviewed the programs that are still on going in each department. The number of programs is up over last year, and the in-person attendance is good with people still viewing programs virtually. **Building Update:** The Department of Public Works has been in the library doing repairs and work on the building. They have painted above the entrance doors on the outside of the building, fixed an outside light fixture, and cut down a tree. They also changed filters on the HVAC units, they sent in CT Pest Elimination Co. to deal with a problem with mice and repaired the ceiling in the Reading room after part of the ceiling panels came down. Bruce was notified by DPW that they will be sending in a company to get an estimate on sealing the brickwork on the building to protect it from further water damage. **Hagaman Fund Disbursement:** The library has received the final year end disbursement for FY 20-21. Bruce George noted that part of this money will be used to repair the automatic door in the back, there is a safety issue with the door. New lighting will be installed on the outside of the door, the concrete threshold will be fixed, and safety stripes will be painted to warn patrons that the automatic doors open out.
8. **Committee Reports:**
 - a. **Executive Committee:** No Report
 - b. **Building Committee:** No report
 - c. **Fundraising Committee:** Ron Whitney spoke briefly about the distribution of the Commemorative Coins for the Library's 100 Anniversary. Some coins were given out at the Eileen DeMayo concert in October. There was a discussion as to what other organizations or people should receive a coin. It was agreed by the board that Amy Derbacher will send out letters to members of some organizations, telling them that they can pick up a coin at the library if they so desire, this will aid in not sending two or three coins to one person. Amy Derbacher and Ron Whitney will work on a scavenger hunt event, a search for hidden coins, to be held in April, for children and adults.
 - d. **Camarota Estate:** See #3 Special Agenda Item.
9. **Old Business:**
 - a. **Capital Improvement:** The Bids for the roof repair are being prepared.
 - b. **Closing of the Library due to COVID-19:** There was no report
 - c. **Paycheck Protection:** Bruce George is still waiting to hear from the bank
 - d. **New Telephone System:** The installation of phones and repairs to cables is completed.
 - e. **CARES Act:** ADP has completed the paperwork and sent it to the IRS. If approved payment will be made to the library.
 - f. **A J Berman Memorial Fund:** This item is on hold
 - g. **American Rescue Plan:** No Report.
 - h. **Approve Accepting Credit Cards:** This item was tabled until November meeting.
 - i. **Helming & Co. Form 990:** Helming & Co. and Bruce George are still working to complete the necessary paperwork.
 - j. **Internal Operation Cybersecurity Policy:** Bruce George is still reviewing this.

10. **New Business:** None
11. **Executive Session:** None
12. **Adjournment:** Stephen Haddon adjourned the meeting at 9:06 pm. The meeting was adjourned until November 18th.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE OCTOBER 21ST. MEETING

MOTION #1 Chris Brown made a motion to accept the minutes from the September meeting as presented. Amy Derbacher seconded the motion. The motion carried.