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EAST HAVEN PUBLIC LIBRARY INC. *Library*
(HAGAMAN MEMORIAL LIBRARY)
TOWN CLERK

BOARD OF TRUSTEES SPECIAL MEETING

DECEMBER 2, 2021

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

ABSENT: Amy Derbacher

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

1. **Call to Order:** The meeting was called to order by Stephen Haddon at 7:04 pm.

2. **Approval of Minutes:** The minutes from the October 21 meeting were reviewed. Bruce George noted one item to be clarified. Item 7, Director's report, under Building update. The last sentence should read, the Town of East Haven is having a company come in and look at the work to be done and Bruce will get an estimate. **Motion #1 see attached.**

3. **Establish the Investment Portfolio for the Library's Raymond James account.** Bill Newman from Raymond James & Associates had presented an investment proposal at the October Board meeting. Stephen Haddon and Katy Klarman reviewed the proposal, and asked the board to approve it, giving Raymond James the go ahead to invest the funds. A brief discussion was held regarding the proposal and the allocation of funds. There were questions regarding what portion would be able to be changed to cash quickly if there was a need and would reports be quarterly or monthly. Katy Klarman will get the answers from Bill Newman. **Motion #2 see attached.**

4. **Payment Protection Program:** Bruce George reviewed the program and the issues the library is dealing with. The original loan given to the library in May 2020 was for \$138,590. In May of 2021, the Bank adjusted the loan saying the library should have received \$120,069. \$17,000 was repaid to the bank by the Town. The library appealed this ruling, and the Bank adjusted the loan adding back \$9,681 in November 2021. The library appealed the second ruling and is waiting for a response. The bank owes the library approx. \$8,000. The issue of getting the funds back will be addressed after the appeal process is done. Bruce did not feel it would be helpful to continue to appeal any more of the bank's rulings and wants to go ahead and apply for the loan forgiveness program now instead of waiting for the bank to settle the loan amount. There is a time limit for the application. The Board agreed that Bruce should go ahead and file the forgiveness application. Bruce George and Ron Whitney will go to the bank to discuss a repayment schedule.

5. **Approval of the Library Board's 2022 meeting schedule:** Bruce George reviewed the schedule. **Motion #3 see attached.**

6. **Approval of Library's Holiday Schedule for 2022:** Bruce presented the schedule and noted a couple of changes. The 2021 schedule approved in November of 2020, did not address

- Christmas and New Year both falling on a Saturday in 2021. If holidays fall on a Saturday or Sunday, staff should be given the Friday before or the Monday after off. Since the library is already scheduled to be open on December 24th and December 31st, Bruce asked the board to approve allowing the staff to carry these two days over to 2022 instead of closing the library on those two Fridays in 2021. The days will be taken at each employees discretion. The schedule for 2022 Christmas and New Year holidays will be set in December of 2022. **Motion #4 see attached.**
7. **100th Anniversary of Incorporation of Library Special Event:** Ron Whitney wanted to know if the board still wanted to go ahead with a scavenger hunt type of event for the spring, using the Commemorative Coins. The board agreed to go ahead, and Ron Whitney, Christopher Brown and Amy Derbacher will be the subcommittee to plan this event.
8. **Adjournment:** Stephen Haddon adjourned the meeting at 7:50 pm. The meeting was adjourned until January 20th, 2022.

Respectfully Submitted,
Lucille Huelin
Lucille Huelin, Board Clerk

MOTIONS MADE AT THE DECEMBER BOARD MEETING

MOTION #1 A motion was made by Stephen Haddon to accept the October minutes with one correction. The motion was seconded by Ron Whitney. The motion carried.

MOTION #2 A motion was made by Stephen Haddon to Authorize Bill Newman from Raymond James and Associates to initiate the investments based on the proposal that Raymond James and Associates made at the October 2021 board meeting. The motion was seconded by Kara Canney. The motion carried.

MOTION #3 A motion was made by Ron Whitney to approve the Board of Trustee 2022 meeting schedule. Lorena Venegas seconded the motion. The motion carried.

MOTION #4 A motion was made by Lorena Venegas to approve the library's 2022 Holiday schedule as presented by Bruce George. Including the carry over to 2022 of the two holidays not taken in 2021. Chris Brown seconded the motion. The motion carried.