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**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 19, 2023**

PRESENT: Amy Derbacher, Stephen Haddon, Ron Whitney, Erika Santiago, Katy Klarman, Lorena Venegas, Kara Canney, Christopher Brown, Kristen Schimanski

PRESENT: Sarah Mallory, Library Director – Judy Celone, Library Treasurer – Lucille Huelin, Board Clerk

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:03 p.m.
2. **Approval of Minutes:** The November 2022 minutes were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Public Comment:** None
5. **Correspondence:** Correspondence read by Sarah Mallory. The library received a donation of \$1,400 from the Friends of the Library. \$900.00 to go towards funding a membership in the Library Speakers Consortium and \$500.00 toward cost of large print materials. A letter of acknowledgement was sent. A donation of \$200.00 was received in memory of Dorothy Otto, a letter of acknowledgement was sent. The Board received two thank you notes from staff members for their Christmas gifts.
6. **Treasurer's Report:** Ron Whitney noted that this was to be his last report as his term of service is up on January 31, 2023. Ron reviewed the monthly financial report, everything looks good, we are currently under budget. The Hagaman fund was reviewed and due to the current economy, the fund had losses. The Camarota fund remains steady, money had been withdrawn for the roof repairs, part of that cost will be reimbursed by the state. Nationwide account still has a small balance after some funds were withdrawn for the roof repairs. **Motion #2 see attached.**
7. **Director's Report: Monthly Statistics and Dept. Reports:** Sarah Mallory noted this information had been sent to all board members by email and she asked if anyone had any questions regarding the information. **Supply Costs:** Sarah Mallory reported that she and Judy Celone have been researching the cost of different supplies the library orders. They have found that paper can be ordered at a lower cost by switching vendors. Sarah will be checking the cost of other supplies and working to reduce costs.
Building Updates: Roof Repairs: The final walkthrough and inspection on the roof repairs took place on December 6, 2022. That project is now complete. **Groundwater leak:** DPW was called on December 7th to look at a leak in the Janitor's closet. It was determined that ground water was leaking in around the area of the front steps. After a brief discussion regarding this matter, it was determined that the board has been aware of

this problem and the front area needs to have scrubs removed and the area around the steps needs to be fixed to stop the leaks. Sarah will continue to monitor the situation.

Heating Issues: DPW and George Ellis were in the library twice in December to fix problems with a leaking radiator and heating issues. The DPW also did some electrical work on the stairwell lights, fixed Plexiglas shielding at the main circulation desk and replaced damaged ceiling tiles.

8. **Committee Reports:**

a) **Executive Committee:** No meeting.

b) **Building Committee:** no meeting.

c) **Fundraising Committee:** Ron Whitney noted that the GreatGive registration starts on January 20th. He stated the board needed to decide if they wanted to continue with this program and a new board member would have to take over this committee. It was noted by Stephen Haddon that with new members starting on February 1st, and election of Officers taking place in March, it would be best to wait until the March meeting to discuss this further.

d) **Camarota Committee:** No Report. Katy Klarman did note that with Ron Whitney leaving, another board member would have to become signer on the account.

9. **Old Business:**

a) **BOT Member Term Expirations:** Two of our long-time members, Ron Whitney and Lorena Venegas will be leaving the board. Sarah Mallory and Stephen Haddon thanked them for their service and the work they have done for the library. Two new members will be starting on February 1, 2023. Amy Derbacher will be the nominating committee for the upcoming election of officers to be held in March.

b) **Roof Repair Project:** This project has been completed and the final paperwork was signed and sent to the State Library. The town should be receiving the last of the grant funds soon, which they will turn over to the library.

c) **Library Credit Card:** The credit card with Key Bank had been connected to Bruce George's personal account. This account was cancelled due to his leaving. Key Bank was unable to give the library a new account so a new account was opened at Webster Bank and they issued a credit card to the library, with a limit of \$1,500. Sarah Mallory and Judy Celone each have a card for library business. A new board signer will have to be appointed.

d) **Staff Holiday Party:** At the November 2022 meeting, the board approved spending up to \$1000.00 for the staff party. Less staff attended than was originally planned and the party cost a lot less. After discussing this with Stephen Haddon, Sarah used some of the funds to give each staff member a gift card to Dunkin Donuts, which was greatly appreciated by the staff. Sarah Mallory will do some research on what would be best for next year. A total of \$611.37 was spent on the party.

e) **CEN Outdoor WI-FI:** The Everybody learns program has been providing free outdoor wi-fi to the library for the past two years. That program has ended. The library will manage the wi-fi from now on and are waiting for two wireless gateways from CEN.

f) **Bank of America Lost Check:** The issue of the lost check has been settled. Judy Celone worked with Bank of America and the check was reissued and money deposited the library's account.

g) **Capital Improvement Plan & State Grant:** It is budget planning time for the 23-24 fiscal year. Sarah Mallory has been researching past budgets and she had questions on the five-year plan that the town requires. After a brief discussion it was agreed the next big project must be the replacement of the HVAC units in the building with fencing around the ground units. This should be the funding request for this coming year. Repairs of the front steps with handicap access should be in the next year request, although the water leakage needs to be fixed this year.

10. **New Business:**

a) **Special meeting request for February:** Sarah Mallory noted that she would be unavailable for the regular scheduled meeting in February and asked to have the meeting held on February 23rd instead. The board agreed to this change. **Motion #3 see attached.**

b) **Holiday Schedule Change:** Sarah Mallory noted that two changes needed to be made in the holiday schedule for this year. The 11th of November, Veteran's Day, is on a Saturday this year, so the staff will be given Friday the 10th off and the building will remain closed on Saturday the 11th. The Christmas holidays also fall on a Sunday and a Monday this year. Christmas Eve is a paid holiday for staff members. Because it falls on a Sunday, they will have Monday as the paid holiday and because that is Christmas Day, they will also have Tuesday the 26th off and the building will be closed on both Monday and Tuesday.

c) **FY 2023-2024 Budget:** Sarah Mallory has been working with the town to put together the new fiscal year budget.

11. **Other:**

a) **Conflict of Interest Policy:** Sarah Mallory has been working to adjust to her new position as Director and has been going through information that Bruce George left for her. One of the items she found was a conflict-of-interest policy that should be reviewed and signed each year by the board members. She handed out copies of this policy and the board members signed them.

b) **Stop and Shop Bags:** Sarah Mallory informed the board that Stop & Shop has named the East Haven Public Library as the recipient of funds raised through their Give bag program. For every \$2.50 Give bag purchased at the East Haven Stop & Shop during the month of February a dollar will be donated to the library.

12. **Executive Session:** The regular meeting of the Board of Trustees was adjourned at 8:35 p.m. to go into an Executive Session. The Executive Session was held to discuss personnel matters. The Executive Session ended at 9:19 p.m. The regular session was resumed at 9:19 p.m.

13. **Adjournment:** Stephen Haddon adjourned the meeting at 9:19 p.m. The meeting was adjourned until February 23, 2023.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JANUARY MEETING

MOTION #1 Lorena Venegas made a motion to accept the November 2022 minutes as presented. Amy Derbacher seconded the motion. The motion carried.

MOTION #2 Amy Derbacher made a motion to accept the Treasurer's Report as presented. Lorena Venegas seconded the motion. The motion carried.

MOTION #3 Amy Derbacher made a motion to approve the rescheduling of the February meeting from the 16th to the 23rd. Kara Canning seconded the motion. The motion carried.