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TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEE MEETING MINUTES  
MARCH 16, 2023**

**PRESENT:** Stephen Haddon, Amy Derbacher, Christopher Brown, Melissa Meagher, Michele Kiley-Cosentino, Katy Klarman, Erika Santiago

**ABSENT:** Kara Canney

**ALSO, 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 pm.
2. **Approval of Minutes:** The minutes from February 2023 were reviewed.  
**Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** The correspondence was read by Sarah Mallory as follows:  
**Received From:**
  - a) All Points Media: a \$200.00 donation for a past Comcast program.
  - b) Adam Straub: a wooden bench.
  - c) Judy Mayer: Paper brochure holders.
  - d) Stop and Shop: A check for \$156.00 has been sent to the library from a program held by Stop and Shop.
  - e) US Census Bureau: 2022 Economic Census. Report was completed.
  - f) CT. Department of Administrative Services: Certificate of Operation for the Elevator was sent and has been posted.**Sent:**
  - a) Thank you notes were sent for the three donations made to the library.
5. **Treasurer's Report:** A new treasurer has not been elected yet; Stephen Haddon gave a summary. We are coming to the end of March and about 58% of the budget has been spent, everything looks good. Stephen had no other reports, but asked that board members be aware of the current banking and economic situations as they can affect the library holdings.
6. **Director's Report:**

a) **Staffing:** February found the library short staffed due to illness. Both part-time and full-time staff pulled together to cover the workload. In March, a former full-time staff member rejoined the staff on a part-time basis. A staff member was injured in February when she fell on the stairs. The DPW came in to discuss safety issues. An internal lock was removed from the back entrance as it was a factor in the fall. b)

**Building:** A bird got into the chimney and into the building in February. The bird was catch and released outdoors. Sarah Mallory contacted Jeremy Cogdill since the chimney was capped during the roof repair, but no screen was put on top to prevent animals from getting in. Jeremy will get back to Sarah as to what can be done to fix the problem. c) **Heat for Director's Office:** At the end of February there was no heat in this office. George Ellis Co. was called in and found a problem with the water feeder and replaced it, they also found a problem with a water feeder for boiler #1 and replaced that one also before it caused a heating problem. d)

**Circulation: Hoopla:** This online borrowing program has increased it's cost per item, e-books, videos, audio books. The use of this program has also increased, which is a good thing, but this increases the cost to the library. The cost is already higher than our budgeted amount. Sarah Mallory is looking into solutions for this problem, and it has been suggested that the library place a price limit on borrowers and a price block on some items. Sarah will be checking with Bibliomation and will get back to the board with a possible solution.

7. **Committee Reports:** a) **Executive Committee:** No meeting. b) **Building Committee:** No meeting. c) **Fundraising Committee:** Stephen Haddon has become the contact for the GreatGive program. He has just started to get information for the GreatGive, to be held in May. d) **Camarota Subcommittee:** There was no meeting this month, but Stephen Haddon stated that due to the changes in board membership, new signers needed to be put on the account with Raymond James. The board had agreed when the account was first set up that they would have three signers, The subcommittee chair, that would be Katy Klarman, the board chairperson and the board treasurer. As soon as those positions are filled, they should complete any paperwork needed. Stephen also suggested that Bill Newman from Raymond James be invited to a meeting, so the new members can meet him and learn more about the account. There was a brief discussion regarding the reimbursement check that was received from the state for the roof repairs. Katy Klarman and Stephen Haddon believed that the check should be deposited in the library's bank account first and then it could be transferred to the Raymond James account electronically. Katy will check

with Bill Newman to verify this. Chris Brown noted there were several issues that had been discussed previously and put on hold until the account was established. The items discussed are, the need to review the bylaws and to add or change guidelines for the safe keeping of the money in the Camarota Fund. Protocols should be established for how the funds are used, how much should be used and for what type of projects. It had also been discussed to do something to honor Edna Camarota as the donor of the funds.

8. **Old Business:** a) **Election of Officers:** Amy Derbacher as the nominating committee presented a slate of officers for the 2023-2024 year. The slate as presented:

Amy Derbacher	Chairperson
Kara Canney	Vice-Chairperson
Erika Santiago	Treasurer
Christopher Brown	Secretary

There were no other nominations from the floor or any objections to this slate. There being no secretary to the board Stephen Haddon as the presiding officer cast a vote in favor of this slate of officers. Congratulations to all.

b) **Roof Repair Project:** The roof repairs have been completed. The reimbursement check has been received, see Camarota Subcommittee under Committee reports. Stephen Haddon reminder Sarah Mallory and the board the company that did the roof repairs still has work to do, they had agreed to do some landscaping around the library and to install a ladder for the roof. c)

**Budget Request:** The proposed budget was presented to the Board of Finance on March 10<sup>th</sup> and the budget will now go before the Town Council on April 4<sup>th</sup>. Sarah Mallory will attend and asked if any other board member would like to attend. Amy Derbacher noted the Board of Finance made no cuts to the budget for the library and will be presented to the Town Council as requested.

9. **New Business:** a) **E-Rate Application:** The application for continuing the E-Rate for the internet was submitted on February 21, 2023. b) **Library of Things:** Sarah Mallory presented a proposal for the library to start a Library of Things. This is a new concept to help libraries stay more current to the needs of the community. The library would start to collect, either through donations or purchase, other items that it could lend out to patrons. These items could be anything from laptop computer to a sewing machine or a chain saw. Sarah has checked with other libraries and some already have this type of program. Melissa Meagher stated the library in Stratford was starting to collect items, such as science kits, bug kits, and microscopes for

children to borrow. A patron has approached Sarah and is willing to donate tools. There are a lot of administrative, liability and maintenance issue that go along with this type of library usage. After some discussion it was agreed to have Sarah start the process for a Library of Things, to move forward on researching this issue and to contact the Town Attorney with the many questions of liability the board has. **Motion #2 see attached.**

- 10. Other: a) Probate Court/Hagaman Fund:** Sarah Mallory had received a packet from the probate court regarding the Hagaman Fund. She was not sure as to what action needed to be taken. This is an annual document from the probate court regarding the Hagaman will. Lucille Huelin will check past records for this issue and get back to Sarah. b) **April meeting date:** Amy Derbacher noted that this meeting date falls during the spring vacation from school and asked everyone to check on their schedules just in case people have vacation plans.

- 11. Adjournment:** Amy Derbacher asked for a motion to adjourn the meeting at 8:04. **Motion #3 see attached.**

Respectfully Submitted

*Lucille Huelin*

Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE MARCH 16, 2023, MEETING**

**MOTION #1**      A motion was made by Erika Santiago to accept the February meeting minutes as presented. Amy Derbacher seconded the motion. The motion carried.

**MOTION #2**      A motion was made by Christopher Brown to approve Sarah Mallory moving forward with research on a Library of Things, and to start by talking with the Town Attorney on many liability issues. Melissa Meagher seconded the motion. The motion carried.

**MOTION #3**      A motion was made by Erika Santiago to adjourn the meeting at 8:04 pm. The motion was seconded by Melissa Meagher. The motion carried.