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EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
APRIL 20, 2023

PRESENT: Amy Derbacher, Kara Canney, Kristen Schimanski, Stephen Haddon, Katy Klarman

ABSENT: Erika Santiago, Melissa Meagher, Michele Kiley-Cosentino, Christopher Brown

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

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:08 pm.
2. **Approval of Minutes:** Minutes from the March meeting were reviewed. **Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** Read by Sarah Mallory as follows:
 - a. Hagaman Probate Court: The account was approved for another year.
 - b. Chuck Licata, Deputy Z & P Officer: Chuck Licata plans to meet with all businesses in town regarding signage. The library signs follow current regulations.
5. **Treasurer's Report:** The monthly financial statements have been sent to all board members for review. There was no report. Amy Derbacher made note that the Board members who will now be signers for the bank accounts will be meeting at the bank on Saturday the 22nd, to complete all the paperwork.
6. **Director's Report: Staffing, Building and Project Updates: Projects:** Sarah Mallory stated that she has spoken with the East Haven Garden Club regarding beautifying the library grounds. The club will be beautifying the grounds over the next few months. Sue Lowe, club president was present when the DPW came to discuss removing old shrubs and dead trees. Sarah mentioned this at this time because the garden club members are in the yard now working on Caroline's Garden and if any members wanted to go out to thank them, they could do that now. Sarah and Amy had already done so. **Book Drop Box:** The library had two boxes, one for books the other for AV material. The staff had reported that they had trouble getting into the AV Box and upon inspection the box was old and rusted. DPW was called and determined the box was not usable and it was removed. Sarah does not recommend replacing this box for now. This drop box only held AV materials and the larger Drop Box is more than big enough for books and AV materials. The average cost of a new box could be between \$3,000 and \$5,000 dollars.

7. **Roof Repairs:** Stephen Haddon asked about the status of the final work that needs to be done. There was an issue with the screening caps on the chimney, they were installed at the wrong library. Jeremy Cogdill stated it was his mistake and is working with Silkton to correct this error and get the caps put on the chimney. He is also working with Silkton to complete the ladder work needed for access to the roof and doing the landscaping work that was agreed on. **Staffing:** The CT State Library is offering a certification program in mental health first aid for youths and adults. Four staff members will be doing this training and one has already received her certification. **Monthly Statistics:** All the information regarding monthly statistics has been sent to all board members for review. There were no questions regarding this information.
8. **Committee Reports:** Amy Derbacher stated new committee members are needed for the building, fundraising and Camarota committees. If anyone is interested, please let her know.
 - a. Executive Committee: no report
 - b. Building Committee: no report
 - c. Camarota Committee: Katy Klarman gave a brief update on the fund. Bill Newman from Raymond James is scheduled to attend the May 18th board meeting. The check for reimbursement from the State for the roof repair has been deposited in this account. Katy also noted that three of the CDs will be maturing this year and the board should decide if there are any projects where the funds are needed or should the CDs be rolled over. Sarah Mallory noted two potential projects, one being new HVAC units and the other is buying new computers instead of leasing them. Since these are future projects for the library, the board agreed the maturing CDs would be rolled over.
 - d. Fundraising Committee: Stephen Haddon gave a summary of the Great Give which will take place on May 3rd and 4th. Stephen noted several special time periods, in which donations made during those times could win the library cash prizes. The library needs to set up the link for the GreatGive on its' website. Stephen will work with the tech dept. on this. Cindy will also need information to send out an email to all patrons. Sarah will post information also. Sarah Mallory stated that updates to the GreatGive profile needed to be completed or the library would not be allowed to participate this year. Sarah asked the board members if there was anything specific, they wanted noted under their information. A new contact person is needed for this profile, Ron Whitney had been the contact person, but he is no longer a board member. After a brief discussion, the board agreed that Sarah Mallory should be the main contact. All the necessary information will be sent to the Community Foundation.
9. **Old Business:** a) **BOT Officers:** See Treasurer's Report. The proposed **23-2024 Budget:** The proposed library budget has been before the Town Finance Committee and the Town Council and has been accepted as presented. The Town Council will have a final vote on April 28th. c) **Library of Things:** Sarah Mallory is waiting to hear from the Town Attorney on the liability and other issues that the board was concerned about before starting this project. Sarah will follow up with the Town Attorney. d) **Chimney Caps:** See Director's report.

10. **New Business:** a) **East Haven Garden Club:** see Director's Report. b) **Construction Grant Webinar:** The library cannot apply for any construction grants until one or two of the board members attend a webinar on construction grants, to be held on May 24th. Melissa Meagher said she would attend. Sarah asked if anyone else could also attend. Stephen Haddon and Katy Klarman agreed to attend.
11. **Other:** None
12. **Executive Session: Personnel Matters:** The regular meeting of the board was adjourned at 7:50 pm., to go into an executive session regarding personnel matters. **Motion #2 see attached.** The regular session resumed at 8:02 pm.
13. **Adjournment:** Amy Derbacher adjourned the meeting at 8:02pm. The meeting was adjourned until May 18th, 2023.

Respectfully Submitted
Lucille Huelin
Lucille Huelin, Board Clerk

MOTIONS MADE AT THE APRIL 2023 MEETING

MOTION #1 Kristen Schimanski made a motion to accept the minutes from the March 2023 meeting as presented. Kara Canney seconded the motion. There were four votes in favor and one abstention. The motion carried.

MOTION #2 Kara Canney made a motion to go into Executive Session on personnel matters. Katy Klarman seconded the motion. The motion carried.