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*Lisa Balter*

TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEE MEETING MINUTES  
MAY 18, 2023**

**PRESENT:** Amy Derbacher, Kara Canney, Christopher Brown, Melissa Meagher, Michele Kiley-Cosentino, Stephen Haddon

**ABSENT:** Erika Santiago, Katy Klarman, Kristen Schimanski

**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 7:01 pm.
2. **Approval of Minutes:** The minutes of the April meeting were reviewed. **Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** Sarah Mallory has received positive response from patrons regarding the adult game night and the cookbook club programs. She also received an e-mail from a patron on the outstanding service she received from desk staff member Sara Guglietti.
5. **Treasurer's Report:** Due to the absence of the Treasurer there was no verbal report. Copies of this month's financial statement and the Haganan fund statement were handed out to all board members for review, there were no questions. Amy Derbacher noted that Bill Newman from Raymond James Associates is scheduled to come to the September board meeting. The new board members and officers that need to be signers on the library's bank account will be meeting on Saturday May 20<sup>th</sup>, at 9:15 to go to both banks and complete the necessary paperwork.
6. **Director's Report:** a) **Staffing:** Cindy Gwiazda, Chris Hemingway, Emily Kalotai and Sarah Mallory have received certification in Mental Health First Aid. This was an intense course sponsored by The National Council for Mental Wellbeing and the CT State Library. b) **Circulation and department reports:** These reports were all printed and given to the board members for review. There were no questions: c) **Building & Project updates:** Sarah Mallory noted that the installation of the new AV system in the DeMayo Community room was completed. This contract was set before she started and the cost distribution was as follows: 50% upfront, 40% after installation and the last 10% after staff training was complete. Sarah will call the company tomorrow and set a date for staff training.
7. **Committee Reports:** None
8. **Old Business:** a) **Raymond James account:** A meeting has been scheduled for the September board meeting. b) **FY 23-24 Budget Request:** The Town Council approved the town budget on April 26<sup>th</sup> and the budget for the library was approved as presented. The Capital Improvement budget will be discussed by the Town Council in June. c) **Library of Things:** Sarah Mallory has spoken with the Town Attorney and is waiting for further information from him. D) **Chimney Caps:** Sarah Mallory has spoken with Jeremy

Cogdill and Sean from Silktown, and they are working on the chimney caps and the ladder. Sarah stated that Jeremy spoke about a quote for the work and Sarah wasn't sure there should be a charge for this work. Stephen Haddon will talk with Jeremy and Sean regarding this matter. Silktown will be at the library some time during the week of May 22 – 26, to do the landscaping work. e) **Construction Grant Webinar:** Sarah Mallory reminded everyone that the construction grant webinar will be held on May 24<sup>th</sup> from 1-2 pm. One board member will attend and if anyone else is interested, you must register before Wednesday. At least one member must attend to be able to apply for State Library grants.

9. **New Business:** a) **The Great Give:** This year was our most successful campaign, between the online and in person donations we raised \$4,060.00. This is not the final amount as some matching funds from the foundation should be added to this amount. This year Sarah Mallory and her staff did a social media campaign on Facebook as well as e-mails and flyers, that produced a better outcome. Next year the social media campaign should be longer than the 36 hours done this year. b) **Emergency Preparedness Training:** Sarah Mallory and Amy Derbacher have been working on plans for training for the staff. A survey of the staff indicates that 12 staff members are interested in having some type of emergency training. Currently the library has only one staff member certified in CPR and AED. Amy had spoken with the mayor's office and the Fire Department about getting an AED and Stop the Bleed Kits for the library. To purchase the AED, the cabinet for the AED, the Stop the Bleed Kits, and the certificates for those completing the course would cost approximately \$4,000. The training would be free as it would be done by the fire department trainer. It would be a 4-hour course and would include ALICE (active shooter) training. There seemed to be several issues involved with doing this. First was the question as to who gets trained and when. Should the staff be trained together? Should the library close for half a day or a whole day. Kara Canney suggested taking one full day and using it for other types of staff development. Christopher Brown suggested two half days be set aside for staff development. After much discussion, a motion was made to add to the staff calendar some staff development time. **Motion #2 see attached.** The second issue was the cost of the equipment. Stephen Haddon had an objection to the library having to pay the full cost for everything and suggested that more research be done to see if there is any grant money or if donations could be collected. A motion was made to allocate the funds for this project contingent on looking for funds elsewhere first. Sarah Mallory asked all board members to do some research and see if there were any businesses in town that might donate. Kara Canney suggested going back to the Town for help with the cost. After some discussion Amy Derbacher made a motion to table this motion and bring it back to the board next month after further research is done to find other funding. **Motion #3 see attached.**
10. **Other:** Stephen Haddon asked to have an item added to next month's agenda to discuss having a cost item added to the budget to cover staff development days. To set an amount to be used for staff development and to state where the funds would come from, he suggested the Camarota Fund.
11. **Adjournment:** A motion was made to adjourn the meeting at 8:06pm. **Motion #4 see attached.** Amy Derbacher adjourned the meeting at 8:06pm.

**Respectfully Submitted,**

*Lucille Huelin*

Lucille Huelin, Board Clerk

**MOTIONS MADE AT THE MAY 2023 MEETING**

**MOTION #1** Kara Canney made a motion to accept the minutes of the April meeting as presented. Michele Kiley-Cosentino seconded the motion. The motion carried.

**MOTION #2** Christopher Brown made a motion to approve two half days of staff development per calendar year, with the option for the Director to make it one day if the program warrants that. Melissa Meagher seconded the motion. The motion carried.

**MOTION #3** Amy Derbacher made a motion to table the motion on the floor regarding the purchase of Emergency Equipment until the June meeting. Melissa Meagher seconded the motion. The motion carried.

**MOTION #4** Christopher Brown made a motion to adjourn the meeting. Melissa Meagher seconded the motion. The motion carried.