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**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEE MEETING MINUTES  
JUNE 15, 2023**

**PRESENT:** Amy Derbacher, Melissa Meagher, Christopher Brown, Katy Klarman, Stephen Haddon

**ABSENT:** Erika Santiago, Kristen Schimanski, Michele Kiley-Cosentino, Kara Canney

**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 7:46 p.m.
2. **Approval of Minutes:** The minutes from the May meeting were reviewed, Amy Derbacher had one correction. Under new business, item b, it was stated that Amy had spoken to the Mayor regarding the AED and training for the library. Amy has not yet spoken to the mayor regarding this matter, she did speak to some of the representatives for the town. **Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** Thank you cards with bookmarks went out to all who donated through GreatGive. A thank you note was received from two patrons commending the library and staff for all the good programs they provide.
5. **Treasurer's Report:** Financial statements were sent out to all board members. There were no questions. There was no report as the treasurer was absent from the meeting. Amy Derbacher did note that due to personal reasons, the members were not able to get to the bank to complete paperwork for the new officers. They will work on getting this done.
6. **Director's Report:** a) **Staffing:** Four staff members attended the CLA conference last month. b) **Building:** Landscaping work has begun on the side of the building. c) **Projects: Creative Aging in CT libraries:** Hagan Library is one of 10 libraries selected to participate in a pilot program, Creative Aging in Connecticut Libraries. This program will partner the library with Lifetime Arts and the CT office of the Arts and will receive \$2,500.00 in funding for a series of art events this fall for older adults in the community. **Hagan Happenings:** Sarah Mallory and staff have been working on revising the Hagan Happenings newsletter. The newsletter will be in the form of a seasonal brochure and will include all departments and events. **Hoopla:** Changes have been made to the Hoopla program. The number of selections has been reduced to control costs. There has been a 20% decrease in usage, which was expected, however there has been an increase in the number of Overdrive uses, which is an alternative program and doesn't cost the library. Stephen Haddon asked about removing the Hoopla program

altogether, and Sarah noted that people are still using it and she may think about removing it at some future date.

7. **Committee Reports:** No committees had meetings, no reports:

8. **Old Business:**

- a) **FY 2023 – 2024 Capital Improvement Request:** The Board of Finance met on May 17<sup>th</sup> to review all requests and the Town Council will hold a public meeting on July 11<sup>th</sup> for all town requests including the library's request. Sarah Mallory will attend.
- b) **The GreatGive:** The final amount raised, which includes donations, prizes and matching funds was \$4,664.65. This is the highest amount raised to date.
- c) **AV Installation:** The equipment has been partially installed. The control panel was defective, and it could take until 2024 to get a new one. The staff has been trained to use the equipment without the panel for now. This makes the system usable, but it is more difficult for the staff. Diversified is looking for a solution to this issue.
- d) **Silktown Repairs:** The lawn repairs have been rescheduled due to the weather and a new ladder for the roof will be purchased by Silktown to cover the one they threw out. Jeremy Cogdill is continuing to come and inspect the roof to make sure there are no issues with the repairs. He has advised the library to talk with a company that does chimney repairs about chimney caps.
- e) **AED:** This item is still on hold. Sarah Mallory and Amy Derbacher have been working on applying for grants and donations to cover the cost of the AED and other equipment. They have four applications completed and are waiting to hear back from the organizations. This issue will be brought back to the board later.

9. **New Business:**

- a) **RSVP:** The board members have been invited to a staff event taking place in July. Sarah Mallory asked that anyone interested in attending to please let her know.
- b) **Hagaman Fund Disbursements:** Sarah Mallory noted a decrease in the Hagaman Fund disbursements for the 2023 – 2024 year. This is due to the current economic situation. The disbursement will be 6% lower in 23-24 than it was in 22-23 and 18% lower than 21-22. This will mean the library will receive \$850.00 less each month.

10. **Other:** There was no other business:

11. **Adjournment:** Amy Derbacher adjourned the meeting at 8:12 p.m. **Motion #2 see attached.**

Respectfully submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk.

**MOTIONS MADE AT THE JUNE 15<sup>TH</sup> MEETING.**

**MOTION #1** Melissa Meagher made a motion to approve the minutes of the May meeting with one correction. Christopher Brown seconded the motion. The motion carried.

**MOTION #2** Melissa Meagher made a motion to adjourn the meeting at 8:12 p.m. Christopher Brown seconded the motion. The motion carried.