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**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
AUGUST 17, 2023**

PRESENT: Amy Derbacher, Kara Canney, Kristen Schimanski, Michele Kiley-Consentino, Christopher Brown

ABSENT: Melissa Meagher, Katy Klarman, Stephen Haddon, Erika Santiago

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 7:02 p.m.
2. **Approval of Minutes:** The June minutes were reviewed. **Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** a. Sarah Mallory noted the library received a grant from the CT Humanities to pay for a puppet show program in December 2023. This grant covers 75% of the cost, the rest will come out of Sascha's programming budget. b. The library was selected by East Haven Stop and Shop as the Community Bag Program recipient for the month of August.
5. **Treasurer's Report:** The monthly financial statement and the Haganan Fund statements were given to all members. Amy Derbacher noted that paperwork for signers has been completed for Bank of America and Key Bank. Katy Klarman is working with Raymond James and Judy Celone noted that signatures are need for the Nationwide Security account.
6. **Director's Report: Staffing, Building and Project Reports:** a. **A to Z Databases:** This is a new service offered by the library. A to Z provides free white and yellow page searches for library patrons from any PC with a library card, or anywhere in the library with no sign-in necessary. It also has up to date job postings. b. **New Printer Lease:** A new lease with Prism Office Solutions was signed in July for 4 Toshiba Copiers. This lease combined the printing and fax bills into one lease. The black and white copier was replaced with a color copier that can fax and has WI-FI printing.

Scan to email was also set up so staff and patrons can scan directly to email. The cost of this lease is \$7.00 less per month than the old contract. **c.**

Grounds Improvements: DPW has done some work around the library, adding plants and mulch. A hungry caterpillar of hand painted rocks was added to Carolyn's Garden. The community is invited to paint and donate their own rocks. **d. Repairs:** A power outage on July 8th caused several problems. The DPW, George Ellis, and the alarm company were all called to restore air conditioning to part of the building, fix the alarm system and fix the outdoor light timers. Rainstorms in July caused flooding to the Community room, the carpet had to be dried out then cleaned and deodorized. Diversified Building Services applied concrobium to prevent mold growth. There also is intermittent flooding in the custodian's closet which the DPW is looking into. There is water damage in the DeMayo room and DPW thinks it is coming from the window. A new window has been ordered and DPW will install the new window in the fall. The men's room was vandalized on July 25th. A police report was filed. There was flooding and the toilet was damaged. DPW has replaced the toilet in the men's room. There were problems in the staff restroom and a new toilet was put in there as well. Tony Monaco came in to correct a problem with the phone system.

Circulation and Department Reports: Monthly statistic reports and department reports were handed out to all board members and reviewed.

7. **Committee Reports:** No committee reports. Amy Derbacher did note that Katy Klarman is working to have Raymond James make a presentation soon, hoping for September meeting.
8. **Old Business:**
 - a. Creative Aging Grant:** Sarah Mallory and staff are working on setting up a program, they are working with Lifetime Arts. A survey had gone out to the public and the response was great. People are interested in painting workshops or mixed media workshops.
 - b. Kevin Ward's Retirement Party:** The board agreed to spend \$630.70 on the party.
 - Motion #2 see attached.** The staff is collecting funds to put a leaf on the Tree of Knowledge in his name, if any members of the board wish to contribute, let Sarah Mallory know.
 - c. AED:** This item was tabled in May to allow Amy Derbacher and Kristen Schimanski to look for outside funding to purchase the AED. Seven applications for grant money were sent out and to date most of the requests have been denied and a few never answered at all. Sarah Mallory noted there is a program in which the staff can be trained in CPR and use of the AED at no cost. The staff would not receive certification documents. After a brief discussion a motion was made to purchase an AED if no grants or funds become available by October 1, 2023.

The cost would be \$3, 076.00. The funds will come from the Camarota account. **Motion #3 see attached.**

9. **New Business:** **a. Collection Development Policy:** The CT State Library now requires that each library have an updated Collection Development Policy with a Reconsideration Form to apply for any small grants and construction grants. Anyone wishing to request the removal or replacement of an item from the library need to complete this form. The current policy has not been updated since 2014 and does not include a Reconsideration Form. It is required that all requests for removal of an item from the library be in writing on this form and each request must be reviewed and a response given. After the revised policy with the Reconsideration Form attached was reviewed by the board there was a brief discussion. The board added four additional questions to the reconsideration form that Sarah Mallory had presented. It was also agreed that the Director would decide on each request and if the person making the request was not satisfied, the issue would then be brought before the Board for a decision. **Motion #4 see attached.** **b. CT State Library Construction Grant Application:** The library is in the process of applying for a construction grant to cover half the cost of a new HVAC unit in the 1928 section of the building. The town council and the mayor have approved the other half to come from the town's capital improvement budget. The board needs to approve proceeding with the application. **Motion #5 see attached.** **Contingency Funds:** Should there be cost increases or the need to do some other work on this project, a small contingency fund should be added to the amount of the grant request. After a brief discussion the board agreed on an amount of \$1,625.00. **Motion #6 see attached.** **c. Silktown Update & Chimney Caps:** Silktown has finished the landscaping and are still working on replacing the ladder they removed. It was suggested that the library contact a chimney company to put in the chimney caps. Sarah Mallory got quotes from two companies. There are several types of caps that can be purchased, which will prevent animals or debris from getting into the chimney. The cost will vary by what option is chosen. There was a discussion and Amy Derbacher suggested that Sarah talk with the town and DPW before they decide. This item was tabled until the September meeting.
10. **Other:** a. Sarah Mallory stated that the library will have a booth at the Fall Festival on Saturday the 9th and Sunday the 10th. they will have library cards available, children's crafts and some literature. Some of the staff have volunteered to man the booth. b. Christopher Brown requested the board give some thought to having something put in place when the AED is

installed to honor Edna Camarota as the funds, if it is purchased, will come from that account. The board agreed and will discuss this later.

11. Executive Session: The regular board meeting was ended at 8:10pm. To go into an Executive session to discuss personnel matters. **Motion #7 see attached.** The regular meeting was resumed at 4:44 pm. **Motion #8 see attached. Motion # 9 and #10 see attached.**

12. **Adjournment:** Amy Derbacher adjourned the meeting at 8:47 pm. **Motion #11 see attached.** The meeting was adjourned until September 17, 2023.

Respectfully submitted,
Lucille Huelin
Lucille Huelin, Board Clerk

MOTIONS MADE AT THE AUGUST 8TH MEETING.

MOTION #1 A motion was made by Michelle Kily-Consentino to accept the minutes from the June meeting as presented. Kristen Schimanski seconded the motion. Motion carried.

MOTION #2 A motion was made by Kara Canney to approve funds of \$630.70 for Kevin's retirement party. The funds will come from the general fund. Christopher Brown seconded the motion. The motion carried.

MOTION #3 A motion was made by Kara Canney to approve the purchase of an AED which includes the battery case and 2 different size paddles, the cabinet for the AED, and Stop the Bleed kits, if no other funding becomes available by October 1, 2023. The cost is \$3,076.00 to come from the Camarota Fund. Kristen Schimanski seconded the motion. The motion carried.

MOTION #4 A motion was made by Christopher Brown to approve the revised Collection Development Policy with the Reconsideration Form. Kara Canney seconded the motion. The motion carried.

MOTION #5 A motion was made by Christopher Brown to approve moving forward with the application for a State Library Grant to replace the HVAC Unit. Kara Canney seconded the motion. The motion carried.

MOTION #6 A motion was made by Kara Canney to approve the amount of \$1,625.00 be added to the grant application has a contingency fund. The money to come from the Camarota Fund. Kristen Schimanski seconded the motion. The motion carried.

MOTION #7 A motion was made by Christopher Brown to end the regular session and go into an executive session to discuss personnel matters. The motion was seconded by Michele Kiley-Consentino. The motion carried.

MOTION #8 A motion was made by Kara Canney to end the executive session at 8:44 pm. The motion was seconded by Kristen Schimanski. The motion carried.

Motion # 9 A motion was made by Kara Canney to approve an increase in the bookkeeper position to 26.48 hours from 12 hours per week. The motion was seconded by Kristen Schimanski. The motion carried.

Motion #10 A motion was made by Kara Canney to approve an increase in the Director's position to 39.75 hours from 35 hours per week. The motion was seconded by Kristen Schimanski. There were 4 yes votes and 1 abstention.

Motion #11 A motion was made by Christopher Brown to adjourn the meeting at 8:47pm. The motion was seconded by Kara Canney. The motion carried.