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**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
OCTOBER 19, 2023**

PRESENT: Erika Santiago, Amy Derbacher, Stephen Haddon, Kara Canning, Melissa Meagher, Katy Klarman

ABSENT: Michele Kiley-Consentino, Christopher Brown, Kristen Schimanski, Judy Celone

OTHERS PRESENT: Sarah Mallory, Library Director – Lucille Huelin, Board Clerk

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:05pm.
2. **Approval of Minutes:** The September minutes were reviewed. One correction was made, Michele Kiley-Consentino was not present in September, Melissa Meagher was. Melissa Meagher's name should be listed through out the minutes instead of Michele Kiley-Consentino. **Motion #1 - Erika Santiago made a motion to approve the minutes from the September meeting with the one correction. Kara Canney seconded the motion. The motion carried.**
3. **Public Comment:** None
4. **Correspondence:** Sarah Mallory read the correspondence as follows; a) The library has been selected to participate in the Building Equity-Based Summers (BEBS) project. Emily Kalotai, Sascha Gardiner and Dedee Baker will receive training to create equitable programming. A \$500.00 grant will be awarded at the end of training to be used to provide summer programs in 2024 for Spanish-speaking and LGBTQIA+ communities. b) The library will receive a \$450.00 grant to be used on a Latin Band performance for Three Kings Day on Saturday, January 6, 2024. c) The library received a \$2,700.00 grant from the Creative Aging Grant to be used for an 8 Session art class for older adults.
5. **Treasurer's Report:** The financial statements were included in the packets to the Board members. There were no questions. **Motion #2 – Melissa Meagher made a motion to accept the Treasurer's Report as presented. Kara Canney seconded the motion. The motion carried.**
6. **Director's Report:** a) **Building Report:** The carpet in the community room has been shampooed, a circulator pump in the boiler room was replaced. The staff has been working to reorganize the furniture on the main floor to make the library more inviting to patrons. The landscaping work has been completed in the front of the building and a new walkway was put in Carolyn's Reading Garden to reach the bench easier. Volunteers Alphonse Nazzario, Keele Stone, and Doris Rhodes did the work. Thank You! b) **Town Insurance Co:** On September 20th, a library employee was injured while working in a

storage area. The storage rooms are being cleaned and reorganized but because of the injury there was a safety walk through done in the library. There were several issues that need to be fixed. Sarah Mallory is working on creating an Emergency Action Plan and a Hazard Communications Program. Staff will be trained in how to use a fire extinguisher and what to do with any hazard waste, like chemicals. The town DPW will be working on putting in permanent wiring instead of using extension cords, they will also be repairing a rusted railing in the front of the building and one of the damaged steps. The big issue will be recovering the main staircase with a more non-slip material. c)

Chamber: The Chamber of Commerce has rescheduled its Nonprofit Meet & Greet on the Greenway Trail for the spring. d) **Town Audit:** The documents requested for the town Audit have been sent to the finance office. e) **Scarecrow:** the library has a scarecrow on the green, made by Michele Kiley-Consentino. f) **Town Partnerships:** The library will be teaming up with East Haven Adult Education and Youth Services to create programming to serve different groups in our community.

7. **Committee Reports:** None
8. **Old Business:** a) **Engaging Helming & Co:** Sarah Mallory is working with Helming & Co. on the 990 Form and the State Annual Report.
9. **New Business:** a) **Holiday Party:** The staff is looking for a place to hold its annual Holiday Party. The board has donated \$1,000 in the past to help cover the cost of the party. Sarah Mallory has run the numbers for this year and figures the cost for this year for staff and volunteers will be approximately \$1,200.00. **Motion #2 – Kara Canney made a motion to approve giving \$1,200.00 to cover the cost of the Holiday Party for the staff and volunteers. Stephen Haddon seconded the motion. The motion carried.** b) **Bank of America:** The last year end distribution of the Hagaman Fund was \$10,770. This year's end of year distribution of the Hagaman Fund will be \$5,246. This is due to the economic situation. There was a brief discussion regarding having a representative of the Bank of America to come to a meeting to discuss the fund. Amy Derbacher will go to the bank to get some contact information.
10. **Other:** a) Sarah Mallory noted that the Chamber of Commerce has named the library as the Business of the Month. The chamber will highlight the library this month in upcoming events. b) Amy Derbacher noted that the town is working on an energy saving program and will be contacting the library for information.
11. **Adjournment:** **Motion #3 – Erika Santiago made a motion to adjourn the meeting. Kara Canney seconded the motion. The motion carried.** Amy Derbacher adjourned the meeting at 7: 30. The meeting was adjourned until November 16th.

Respectfully submitted.

Lucille Huelin

Lucille Huelin, Board Clerk