

**EAST HAVEN PUBLIC LIBRARY INC.
HAGAMAN MEMORIAL
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 21, 2021**

PRESENT: Ron Whitney, Stephen Haddon, Steve Robillard, Amy Derbacher, Christopher Brown, Mary Ann Rivera, Katy Klarman, Michael Enders, Lorena Venegas

ABSENT: None

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Library Treasurer, Councilwoman Samantha Parlato, Council Chairperson Joe Deko, Lucille Huelin-Board Clerk

Bruce George read a statement concerning the Governor's Executive Order allowing WebEx meetings to be held during the COVID-19 Pandemic. He reviewed the instructions on conduct during the meeting for both the Board Members and the Public. He also reviewed the instructions for the Executive Session that is to be held at the end of the regular meeting.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:08 pm. Stephen Haddon started the meeting with the notice of term expirations for three board members. Michael Enders was one of them and he was not reappointed to the board. Michael's term will expire on January 31, 2021. Stephen Haddon made a motion for a resolution to honor Michael Enders for his contribution to the Library. **Motion #1 see attached.** Stephen Haddon asked about the terms of service for the current Board Members. There is confusion regarding board member terms and expiration dates. The Library has nine members and each year three members should be up for renewal. The current list indicates that four members are up for renewal in 2023 instead of three. Town Council member Joe Deko being at this meeting and having the most current list from the Town Clerk's office with him, spoke about this issue. Joe Deko asked Lucille Huelin to review the lists with him and it was determined the problem came into being during February of 2020. The library had two vacancies. Amy Derbacher and MaryAnn Rivera were both appointed to fill the vacant terms and it was at that time the expiration dates got confused. It was decided Amy Derbacher will have an expiration date of. 2/1/21 and Mary Ann Rivera would have an expiration date of 2/1/22. Joe Deko is going to check this with the Town Clerk and will get back to Lucille Huelin with a final answer on this matter.
2. **Approval of Minutes:** Minutes from the November & December meetings were reviewed. **Motion #2 see attached.**
3. **Special Agenda Item:** None

4. **Correspondence:** The correspondence was reviewed by Lucille Huelin as follows:

Received From:

- a. Bibliomation: Member Rules of Participation – needs to be signed.
- b. Library Employee – Thank you note for Holiday Bonus.
- c. GiveGreat.org – Library's profile was approved.
- d. East Haven Chamber of Commerce- Annual Renewal Member Sticker 20-21
- e. CT State Library – Statistical Profile – July 19 to July 20
- f. CT Dept. of Labor – Unemployment Tax Rate for 2021
- g. AARP Tax Clinic- Plan for Tax Preparation for 2021 tax season at library
- h. CT State Library Grant Award Letter –

Sent To:

- a. East Haven Schools – regarding Library resources during Pandemic
- b. Bibliomation – Closing dates for 2021.
- c. Honorarium to CT State Troubadour for recording Great Give Profile
- d. Thank You notes – to patron for cash donation and to patron for cupcakes for staff.
- e. PKF O'Connor Davis, Accountants – regarding Paycheck Protection Program
- f. CT State Library – revised budget for Everybody Learns Grant
- g. TIAA-CREF – Letter of Understanding
- h. CT. State Library – final Expenditure Report on Everybody Leans Grant
- i. State Historic Preservation Office – Environmental Review Documentation for Roof Repairs to 1928 Library Building
- j. Friends of the Library – Thank you note for donation made to Library for large print books.
- k. Thank you note sent to patron for donation made through Great Give Website
- l. Wooster Chapter of Daughters of American Revolution – thank you note for donation to buy history themed books.
- m. Board of Trustees – Update on Application for Raymond James
- n. Bank of America -Loan forgiveness Application for PPP.

Lorena Venegas also stated that the Board sent condolence notes and gifts to Mayor Joe Carfora, for the death of his father and to Sue Stacy for the death of her mom. Sue's mom worked for the Library at one time.

5. **Public Comment:** None

6. **Treasurer's Report:** Michael Enders reviewed the monthly Financial Statements for November and December. There was nothing unusual in the November report. Revenues and Expenses continue to be less than normal due to the closure of the Library. December's report reflects the halfway point in this fiscal year. December shows a larger than normal expense due to the Grant received for the repair of the HVAC units having been paid out. Michael also reviewed the Hagaman Fund. The fund has been doing well, the balance has increased due to the market values. **Motion #3 see attached.**

7. **Director's Report: Monthly Statistics:** Bruce George reviewed the monthly statistics for November and December. Overall circulation is down due to the fact that the library is closed to the public. The computer lab is open to the public on a limited basis and there has been a lot of use. The public WI-FI sessions continues to be high. Bruce reviewed the work each department continues to do. The staff continues to create many successful programs online with much success. **Part-time Employee:** Bruce George reported a part-time employee resigned her position. Her last day of work will be January 29, 2021.

8. **Committee Reports:**

- a. Executive Committee: Items discussed will be covered under Old and New Business. Stephen Haddon sent a note to Michelle Benivegna asking that the Library Staff be included in any plans the town may put together to have Town Employees and Teachers vaccinated for the COVID-19 virus. Stephen also noted the Mayor needs to confirm matching funds to the state so the Grant application can move forward to the State Bonding Commission.
- b. Building Committee: No meeting.
- c. Fundraising Committee: Ron Whitney spoke briefly about Troubadour Tom Callinan, who wrote a song about the history of the library, eleven years ago for a children's program. Ron and Cindy Gwiazda spoke with Tom and he donated the use of the song for the GreatGive profile. The song can only be used by the library for this purpose. There were a few questions concerning the use of the song and Ron will speak to Tom again to make clear how the song can be used.
- d. Camarota Estate Subcommittee: At last month's meeting, there were many questions regarding the setup of the Raymond James account to manage the Camarota funds. Katy Klarman spoke with Bill Newman from Raymond James and was able to get answers to all the questions. Bill Newman has agreed to meet with all board members by video. Michael Enders had been the first contact on the management agreement. The Board must pick a new first contact person. After a lengthy discussion it was agreed that Ron Whitney will be the first contact just until the election of new officers is done in March and a new board treasurer is appointed. The Board agreed to have two signers for all withdrawals from the account. Before the February meeting, the board will meet with Bill Newman to finalize the plan for the account. The board members will complete the forms necessary and the listing of contacts will be Treasurer of the Board, Chairperson of the Board and Chairperson of the Camarota Estate Subcommittee. The Board should be able to sign and authorize Raymond James as fund manager at the February meeting.

9. **Old Business:**

- a. **Capital Improvement:** The State Library Board has approved the application for the state grant. The application must be approved by the Historic Preservation Committee before it can go to the state Bonding committee.
- b. **Closing of Library for Covid-19:** Bruce George asked the Board to approve \$1,100.00 to be spent out of the DeMayo Fund, to be used for new shelving. During the COVID-19 Pandemic, the library is open only on the lower level for the computer lab on a limited schedule. In anticipation of opening the lower level to the public by appointment only, new shelving needs to be put in place near the computer lab for books to be taken out by patrons. Later the shelves will be for art exhibits. The DPW will be building and installing the shelves. **Motion #4 see attached.**
- c. **Paycheck Protection Program:** Lorena Venegas noted that at the last Board of Finance meeting it was noted that during this period of the Pandemic, the Police Dept and Public Work Dept. were the only depts. to return funds to the town, and the library was the only dept. that brought in funds. They were able to do this because of the Paycheck Protection Program. Bruce George stated that the application for the PPP loan to be forgiven was not accepted by Bank of America. There was some information regarding the time periods of payrolls that needed to be changed. Bruce George will contact Helming & Co and ADP to see if they can help with the information that should be in the application. Bruce will resubmit the application when it is completed.
- d. **Amending the By-Laws:** Stephen Haddon asked this item to be tabled. Some changes may be needed to the By-Laws depending on how the Raymond James account is set up, so this should wait until that is complete.
- e. **Library Van:** This item was tabled.
- f. **Everybody Leans Grant:** The funds from this grant were fully expended. Bruce George will put out a press release explaining the grant and what the funds were used for.
- g. **Installation of new Phone System.** This item was table until February.
- h. **Proposed 21-22 Budget:** The proposed budget for 21-22 was reviewed. Stephen Haddon had a question on the increase in the Building Maintenance account. Bruce George explained the increase was due to minimum wage increases, special cleaning due to COVID-19 and continued Saturday cleaning. The Health Ins. account is less because the cost was reduced for this fiscal year.
- i. **Formal Acceptance of Raymond James:** This item was tabled until February.

10. New Business:

- a. Assessment Tool for CT Library Board:** Ron Whitney spoke briefly about this assessment tool. It is used to assess the board members. The questions are used to determine how well the Board Members know what their responsibilities are and how well they know the rules and guidelines that the Director, staff, and patrons should follow. Ron asked that all members review the assessment evaluation so it can be discussed further at the February meeting.
- b. Approve Quote for Annual HVAC Maintenance:** The repairs to the HVAC units have been completed but they should have regular maintenance. Bruce George recommended that George Ellis Co. be given the contract. There was a discussion regarding this issue. The building maintenance account was cut by the Town Administration in the current budget because they said the DPW would take care of maintenance. However, these air conditioning units are old and the DPW cannot fix them. The question is where does the money for the contract come from? If the library is to be responsible, then the building maintenance account should be restored. It was agreed that Stephen Haddon, Bruce George, and MaryAnn Rivera would meet with the Mayor and Charlie Coyle to discuss restoring the funds to this account before the contract is approved.
- c. Bibliomation Rules of Membership:** Bruce George asked the Board to approve his signing of the Bibliomation Rules of Membership. The cost of Bibliomation is approximately \$38,000 per year. **Motion #5 see attached.**
- d. Tax Preparation Clinic at the Library:** Plans are in the works to open the Tax Preparation Clinic in the computer room for this coming tax season. The clinic would like to use the room two days a week, Mondays and Wednesdays from 9 to 3, between mid-February and mid-April. This would mean the computer lab would be closed on those days to the public. This is a free service offered by AARP to help the residents of East Haven prepare their taxes. The Pandemic may create a bigger need for help and more days may be needed. **Motion #6 see attached.**

11. Executive Session: Personnel Matter: The regular scheduled meeting was adjourned at 9:39 pm. The meeting was adjourned to go into an executive session regarding a personnel matter. **Motion #7 see attached.** The executive session was adjourned at 9:51 pm.

12. Adjournment: The meeting was adjourned at 9:51 pm. The meeting was adjourned until February 18th.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JANUARY 21, MEETING

MOTION #1 A motion was made by Lorena Venegas to accept the minutes as presented. The motion was seconded by MaryAnn Rivera. The motion carried.

MOTION #2 A motion was made by Stephen Haddon to make a Resolution in honor of Michael Enders. Ron Whitney seconded the motion. The motion carried.
Be it resolved that the minutes of the East Haven Public Library Inc. will reflect the Board's appreciation and recognition of Michael Enders for his many contributions to the Library Board of Trustees and his long length of service to the Library and the Town of East Haven.

MOTION #3 A motion was made by Lorena Venegas to accept the Treasurer's Report as presented. Christopher Brown seconded the motion. The motion carried.

MOTION #4 A motion was made by Stephen Haddon to authorize \$1,100.00 from the DeMayo Community Room Fund to be used for new shelving to be built near the Director's office in preparation for continued opening of the library to the public. Katy Klarman seconded the motion. The motion carried.

MOTION #5 A motion was made by Lorena Venegas to approve the signing of the Bibliomation Rules of Membership. Michael Enders seconded the motion. The motion carried.

MOTION #6 A motion was made by Steve Robillard to approve the use of the Computer Lab for the AARP Tax Preparation Clinic. The computer lab will be closed to the public on Monday and Wednesday between February and April 2021. Final Dates are to be determined and the schedule will be subject to change by Bruce George as he sees necessary. Ron Whitney seconded the motion. The motion carried.

MOTION #7 A motion was made by Ron Whitney to go into an executive session. Stephen Haddon seconded the motion. The motion carried.