

EAST HAVEN PUBLIC LIBRARY INC.  
HAGAMAN MEMORIAL  
BOARD OF TRUSTEE MEETING MINUTES  
MARCH 18, 2021

**PRESENT:** Stephen Haddon, Ron Whitney, Steve Robillard, Amy Derbacher, Katy Klarman, Lorena Venegas, Kara Canney, MaryAnn Rivera

**ABSENT:** Christopher Brown

**ALSO PRESENT:** Bruce George - Library Director, Judy Celone – Library Treasurer, Tony Monaco – Clear Channel Telecom Inc., Samantha Parlato – Council Woman, Wahid Nabiz (Library Employee), Fawn Gillespie (Library Employee), Eileen Curley (Library Employee), There were four other Library Employees present, but not identified.

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.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:04pm.
2. **Approval of Minutes:** The minutes from the February 18<sup>th</sup> meeting were reviewed. Bruce George had two corrections. Under correspondence item e the notice was from the CT Education Network, and under Old Business, item a, it should be the State Historical Preservation Office not committee. **Motion #1 see attached.**
3. **Special Agenda Item:** Tony Monaco from Clear Channel Telecom Inc. gave a presentation for replacing the current Library phone system with AT&T analog phones. The phones are all refurbished not new, but like new. Ron Whitney, Kara Canney, Steve Robillard, Lorena Venegas, and Stephen Haddon all had questions regarding the system and how it would work. It is a similar system to what is already in place.
4. **Correspondence:** Read by Lucille Huelin as follows:  
**Received From:**
  - a. CT State Comptroller: Electronic Fund transfer to Library of \$2,000 for Traveling Archivist Grant.
  - b. East Haven Courier: Letter to the editor praising an Adult Program regarding Yale Peabody Museum presentation
  - c. Minutes from February meeting.
  - d. Community Foundation: Newsletter for February 2021
  - e. Patron Post to Facebook – Commending Children’s Services.
  - f. Philadelphia Ins. Co. – Director’s and Officer’s Policy renewal
  - g. Town of East Haven – Mayor’s Recommended Budget for FY 2021-22
  - h. Bank of America – Paycheck Protection Program – Loan forgiveness application.
  - i. Bibliomation – Change in Security Software

- j. Town of East Haven – Schedule for Mayor’s State of Town Address and Budget hearings.
- k. East Haven Courier – Library Employee was Person of the Week in the March 11<sup>th</sup> edition.

**Sent To:**

- a. Huisking Foundation – Grant Application
  - b. CT State Library – Submission of borrowITCT report for FY 20-21
  - c. CT General Assembly – Budget Funding for Libraries, Bill HB 6439
  - d. Nicholson Associates Inc.- Renewal forms for Director and Officer Insurance Policy
  - e. Library Patron – Thank you for letter of commendation to three employees for services during the last year.
5. **Public Comment:** Several of the Library employees asked to speak regarding the reopening of the Library. Fawn Gillespie spoke briefly on the concerns the staff has for reopening the library too quickly and without proper protections. Not all the staff has been vaccinated and due to age differences, it could be another month before everyone is vaccinated. There are many other issues of concerns including the number of patrons in the building at the same time, use of restrooms, amount of time patrons can be in the library and entrance and exit controls. After much discussion it was agreed that Bruce would have the staff make up a list of concerns and they will be addressed as they have been in the past. The library is getting ready to open around the middle of April, on a limited basis. The Library is currently open by apt. only to use the computer lab for a set time-period, with curbside services and many virtual and online programs still ongoing. AARP is currently doing resident taxes by apt. on specific days. The Library has purchased two self-check-out stands and have installed shelving on the lower level for books and other materials. 30 minutes appointments will be made for adults and children, they will only be able to come in on the lower level, look at and pick up the materials on that floor only. Bruce George and staff members will work to put plans into place to continue to open fully, and safely.
  6. **Treasurer’s Report:** A new treasurer has not yet been elected to office, so there was a brief statement by Bruce George to acknowledge that the financial report is accurate, and the library is on budget. **Motion #2 see attached.**
  7. **Director’s Report:** a) **Monthly Statistics:** Bruce George reviewed the monthly statistics, overall, the circulation is still down over last year due to the Pandemic. The WI-FI usage is still up, and the staff continue to bring programs to the public through online programing. b) **Everybody Learns Grant:** The current WI-FI service is limited to the front of the building. Representatives from CT Education Network came in to look at the library and they say that installing the Wi-Fi on the sides of the building that are not covered already will not be a problem. Bruce George will continue to work on this issue. c) **Amazon Programs:** There are two programs that the Library can use to receive commissions on Amazon sales. Cindy is looking into both programs, the library is currently using the Wowbrary program, the other is Amazon Smiles.
  8. **Committee Reports:**

- a. **Executive Committee:** The Executive committee meet on March 11<sup>th</sup>, and discussed the building issues, see building committee.
- b. **Building Committee:** The State Historical Office has given approval for the construction grant. The next step sends it to the State Bonding Commission, it should be on the agenda for April. The timeline for the project is good. The Mayor has not yet signed and submitted the letter regarding the local town funding for the project. Stephen Haddon will speak with his office. Steve Robillard asked questions regarding a report by the DPW regarding the bricks on one of the walls on the roof, which seems to be absorbing water and causing a problem with water leaking into the building. After a brief discussion it was determined that the solution of cleaning the bricks and sealing them was not as simple an answer as was stated and that the repair of the roof needed to come first. Ron Whitney is going to do some research on the issue to determine solutions and costs on the issue.
- c. **Fundraising:** Ron Whitney is working with Cindy on a slideshow to go with the song to be used on the GreatGive profile. Ron asked for any board members who are interested in helping with the profile to contact him.
- d. **Camarota Estate Subcommittee:** Katy Klarman spoke about the progress being made to set up the accounts. All the paperwork is ready, waiting on tonight's elections so she can include all the right names and information on each signer/authorizer. She will get the paperwork to Bruce. Board members listed on the documents need to complete their personal information on the forms. This is just the first step. Once the account is set up and Raymond James is approved as the fund manager, then the transfer of funds can take place and then work on how to invest the funds will begin.

## 9. Old Business:

- a. **Capital Improvement:** See building committee, also funding for the roof repair is available but the elevator funding was denied.
- b. **Closing of Library:** See public comment: The Library will be working on plans to slowly reopen, starting with patrons using the lower level to look at and borrow books, with limitations. They will continue curbside services, social distancing. The staff are working on getting their vaccinations.
- c. **PPP:** Bruce is waiting for Bank of America to open portal for the application for loan forgiveness.
- d. **Amending By-Laws:** This item was tabled.
- e. **Library Van:** This item was tabled.
- f. **Phone system installation:** See Special Agenda item. The Friends of the Library want to donate to help get a new phone system. Further discussion on this item was tabled until next month's meeting.
- g. **Library' 21-22 Budget Proposal:** The Library's proposed budget was approved with out any changes by the Board of Finance. It must now go before the Town Council for approval.

- h. **Approval of Raymond James as Fund Manager:** After a brief discussion. The Board voted to Formally approve Raymond James as the Fund Manager for the Camarota Estate Funds. **Motion #3 see attached.**
  - i. **Assessment Tool for CT Library Boards:** This item was tabled.
  - j. **Annual HVAC Maintenance Contract:** This cost for the 21-22 contract is in next year's budget, but funds need to be found for this year. The contract needs to be signed by April. This item was tabled until the April meeting.
- 10. New Business:**
- a. **Election of Officers:** Lorena Venegas as the nomination committee presented a slate of officers for March 2021 to February 2022. There were no nominations from the floor. Lorena Venegas as the secretary for the board cast a single ballot for the election of Officers as follows.
 

<b>Chairperson</b>	<b>- Stephen Haddon</b>
<b>Vicechair person</b>	<b>Amy Derbacher</b>
<b>Treasurer</b>	<b>Ron Whitney</b>
<b>Secretary</b>	<b>Lorena Venegas</b>

**Congratulations to all.**
  - b. **Review of Subcommittees:** Currently the committees stand as such:
 

<b>Executive Committee:</b>	Stephen Haddon, Amy Derbacher, Ron Whitney, Lorena Venegas
<b>Building Committee:</b>	Amy Derbacher, Steve Robillard and Stephen Haddon
<b>Fundraising Committee:</b>	Ron Whitney
<b>Camarota Estate Committee:</b>	Katy Klarman, Christopher Brown, Ron Whitney
  - c. **Guidelines on Library Trustee Engaging Library Employees:** Stephen Haddon wanted to remind all board members that if they wished to have the help of any Library staff with any projects they are working, all request for staff to help must go to Bruce first.
- 11. Other:** Stephen Haddon spoke about an oil painting of Sylvia DePalma, a long time Board member, to honor her service to the Library and the Town. **Motion #4 see attached.**
- 12. Executive Session:** None
- 13. Adjournment:** Stephen Haddon adjourned the meeting at 10:05 pm. The meeting was adjourned until April 15<sup>th</sup>.

Respectfully Submitted  
*Lucille Huelin*  
 Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE MARCH MEETING**

**Motion # 1** A motion was made by Lorena Venegas to accept the minutes from the February meeting with the two corrections. The motion was seconded by Ron Whitney. The motion carried.

**Motion #2** A motion was made by Katy Klarman to accept the treasurer's report as presented. Kara Canney seconded the motion. The motion carried.

**Motion #3** A motion was made by Ron Whitney to Formally Accept Raymond James as the Fund Manager for the Camarota Estate Funds. Lorena Venegas seconded the motion. The motion carried.

**Motion #4** A motion was made by Stephen Haddon to approve spending \$300.00 from the DeMayo Community Room fund to purchase an oil painting in honor of Sylvia DePalma. Ron Whitney seconded the motion. The motion carried.