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**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEE MEETING MINUTES
JUNE 17, 2021**

PRESENT: Stephen Haddon, Ron Whitney, Katy Klarman, Amy Derbacher, Lorena Venegas, Chris Brown, Steve Robillard, Kara Canney

ABSENT: MaryAnn Rivera

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Library Treasurer, Lucille Huelin-Board Clerk

1. **Call of Order:** Stephen Haddon called the meeting to order at 7:03 pm. Stephen spoke briefly, thanking Bruce George, Judy Celone and Lucille Huelin and the library staff for all their hard work to keep the library going for the last year. The Pandemic presented many issues to the staff for running the library and they all did a wonderful job. It was a difficult time with all the restrictions and guidelines that the State set, which Bruce worked to make sure they were all followed, and everyone was safe. Thank you to Bruce and everyone!
2. **Approval of Minutes:** The May 2021 minutes were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:
Received From:
 - a. **Area Manager, Garland Co.** – Letter regard the Emergency Roof Repair Project, and the State Bonding Commission
 - b. **Finance Dept., Town of East Haven** – regarding the monthly Bank Deposit for the Library's FY 21-22 budget appropriation**Sent to:**

- a. **Charlotte Mecklenburg, Library NC** – sent a post card from the Trolley Museum.
- b. **Friends of the Hagaman Library** – a thank you note for a donation from them, to be used for the new phone system.
- c. **Ct. State Library** – Grant Application for the American Rescue Plan Act Grant
- d. **Thank you note** – sent to patron for a donation made to the Library

Stephen Haddon noted that he sent an e-mail to State Representative Joe Zullo regarding the Bonding Commission hearing dates. The library is on the agenda for June, but they may not meet, and we may have to wait until July.

5. **Public Comment:** None
6. **Treasurer's Report:** The Treasurer's Report was reviewed by Ron Whitney. The Financial Statement for May is good. Ron stated at this time the library may end the FY with a surplus. The Health Ins. cost for FY 20-21 have been lower than expected. There is one more month to the FY. Ron also reviewed the Hagaman Fund, which is also doing well, having had a gain for the month of May. **Motion #2 see attached.**
7. **Director's Report: Monthly Statistics:** Bruce George reviewed the monthly statistics, circulation was up over last year, as the library had started curbside services last year. Internet and Wi-Fi sessions also had increased. **Library Activities and Events:** Bruce George reviewed each dept. and the activities and events that have taken place and the upcoming plans for events. The Children's summer program will begin next week. **Hagaman Fund Disbursement for 21-22:** The Hagaman Fund's fiscal year runs from May to April each year. Bruce George has not yet received an official letter regarding the amount of the Disbursement for the FY 21-22. Judy Celone has spoken with Bank of America, and they are estimating an increase in the monthly disbursement for FY 21-22. **DeMayo Memorial:** Cindy Gwiazda is working with Eileen DeMayo's daughter on having a memorial concert for Eileen DeMayo later this year. **Town Finance Director:** Jim Keeley, the town Finance Director has requested information regarding the Board members who are signers for checks from the library. Bruce will have Jim contact Stephen Haddon for more information. **Raymond James and Camarota Fund:** In setting up the Camarota Fund, Raymond James has found an issue with the library's name. The East Haven Public Library Inc. is doing business as The Hagaman Memorial

Library. Raymond James would like a copy of the Fictitious Name statement filed with the State of CT. Records indicate this was done in June of 2004. Lorena Venegas will go to the Town Clerk's office tomorrow and do some research on the matter.

8. **Committee Reports:**

- a. **Executive Committee:** The issue of the DBA for Raymond James was discussed and so was the issue of the PPP Loan payback, which will be discussed in Old Business. Everything else discussed will be presented in Old Business.
- b. **Building Committee:** They did not meet in June.
- c. **Fundraiser Committee:** They did not meet in June.
- d. **Camarota Subcommittee:** Katy spoke briefly about what has been completed and what still needs to be done. Katy will meet with Judy Celone to determine how much is in the fund, and how much should be moved to the Raymond James account and where should the funds be placed when they are needed to fund a program or project.

9. **Old Business:**

- a. **Capital Improvement Budget:** Bruce George was unable to attend the Capital Improvement Hearing on June 14th. It had been suggested the Town Council might discuss the library elevator project. After some discussion the board agreed with Bruce that at this time with so many issues on the table, the roof repair, the work needed on bricks in the 1928 building, and the issue of how well the HVAC units will work and if that will solve the problems with the bricks and the PPP loan payback issue, it is best to wait until the next budget year and try to have the elevator project put into the Capital Improvement Budget for FY 22-23.
- b. **Closing of the Library due to the Pandemic:** The Library was reopened on June 8th to patrons. The return of patrons coming into the building has been slow. The library stopped having the building closed between 1 & 2 pm for cleaning. The issue of Masks being worn in the building is a concern. The CDC guidelines encourage that any one not vaccinated and children under 12 still wear masks when in the building. Asking a patron if they have been vaccinated is not allowed. There are concerns about the number of people in the meeting rooms at one time for programs, which will be starting soon. Bruce George is also concerned about allowing outside organizations in to use the meeting rooms right now. After a brief discussion it was agreed that the library

- should try to follow the CDC guidelines regarding mask wearing, those not vaccinated and children under 12 need to be covered. At this time, no meeting rooms will be opened to outside groups. As programs start and more patrons come into the building these restrictions will also change.
- c. **Paycheck Protection Program:** The Bank of America reduced the amount of the Paycheck Protection Program that the library should have been given. This created an over payment to the library and now requires the library to payback approximately \$17,000. The library wants to appeal this decision and after some research it looks like the appeal can only come after the payback has taken place. Bruce will continue to investigate the matter, but the process seems to be set. Payments to pay this amount back will start in October 2021.
 - d. **Telephone System Installation:** The installation of the telephone system is nearly complete. There was an issue with a bad phone line, it has been fixed temporarily and Bruce will get a quote to have it repaired permanently.
 - e. **FY 21-22 Budget:** The Health Ins. cost for the new budget is under by \$3,017.00. Bruce George will have to go before the Board of Finance to ask for an increase. Chris Brown asked if it was possible to use the overage in this year's health account to cover next year's shortage. Bruce will investigate this. Also, it was suggested that maybe the library might want to look at other insurance options.
 - f. **HVAC Maintenance Contract:** The 2nd and final payment was made in May 2021 to the George Ellis Co. George Ellis has been in to work on the units, there still seem to be some problems and they will continue to work on fixing those problems.
 - g. **Employee Retention Credit (CARES ACT):** Helming Co has amended the 1st quarter tax filing and the application for the funds under the CARES ACT has been filed. It may take 4 to 10 months, if all goes well, to receive any money.
 - h. **AJ Berman Memorial Fund:** This account has been closed.
 - i. **American Rescue Plan Act Grant:** The application has been approved by the State Library.
10. **New Business:**
- a. **Approve Accepting Credit Card Payments in Library's Online Catalog:** Bibliomation has a new program, Stripe. This is an automated payment system for payment on fines and lost items. Steve Robillard had

several questions regarding the information and timing of payment reports: Bruce will bring the questions to Bibliomation, and this will be discussed further at the next meeting.

- b. Approve Revision of Employee Handbook, Section 3, Pay and Direct Deposit:** Recently an employee had a problem with their bank account and a paycheck direct deposit. This caused some problems with the bank. To avoid this kind of problem from happening again, Bruce George revised the Employee's Handbook, Section 3. He added an agreement form and a two week notice to the library when an employee closes a bank account that receives direct deposits. These changes should solve and prevent any further problems. **Motion # 3 see attached.**
- c. Approve Revision of Meeting Room Policy:** After some discussion it was decided that no changes are necessary to this plan.
- d. Printing Cost from the Public Computers and for copies from the Photocopiers:** There will be no changes to the cost for copies at this time.

11. **Executive Session:** None

12. **Adjournment:** Stephen Haddon adjourned the meeting at 8:50 pm. The meeting was adjourned until July 22nd.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JUNE 17, 2021, MEETING.

MOTION #1 Chris Brown made a motion to accept the minutes from the May 2021 meeting as presented. Lorena Venegas seconded the motion. The motion carried.

MOTION #2 Amy Derbacher made a motion to accept the Treasurer's Report as presented. Chris Brown seconded the motion. The motion carried.

MOTION #3 Katy Klarman made a motion to approve the changes to the Employee Handbook, Section #3 as presented by Bruce George. Kara Canney seconded the motion. The motion carried.