

RECEIVED FOR FILING  
July 25, 2021 3:36 PM  
DATE TIME  
TOWN CLERK'S OFFICE  
EAST HAVEN, CT  
*Stacy Gravino, CCTC*  
TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEE MEETING MINUTES  
JULY 22, 2021**

**PRESENT:** Stephen Haddon, Kara Canney, Ron Whitney, Steve Robillard, Lorena Venegas

**ABSENT:** Katy Klarman, MaryAnn Rivera, Amy Derbacher, Chris Brown

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

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:06pm.
2. **Approval of Minutes:** The minutes from the June 2021 meeting were reviewed and Ron Whitney had one correction. Under Old Business, item h, The AJ Berman account has not been closed, but is ready to be closed when funds are needed for the roof repair.  
**Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin as follows:  
**Received from:**
  - a. Raymond James – A summary booklet regarding being a client of Raymond James
  - b. Family of Deceased Patron – Letter regarding an unrestricted donation in memory of a library patron.**Sent to:**
  - a. P/T Library Aide – regarding leaving her position.
  - b. Family and Donors – Thank you notes with an explanation for how donations made in memory of a library patron were spent.
  - c. Universal Services Administration Co. – Form 486 filed and approved for E-Rate discount.
  - d. U.S. Department of Labor – Short Form 5500-SF Filed regarding Annual Report for Small Employee Benefit Plan.
5. **Public Comment:** None
6. **Treasurer's Report:** Ron Whitney reviewed the monthly finance statement and the Hagaman Fund Report. All the account for the FY 20-21 were balance out, except the Health Insurance item. The Hagaman Fund is currently holding steady. **Motion #2 see attached.**

- 7. Director's Report:** Stephen Haddon asked to speak on a matter, before Bruce gave his report and there were no objections. Stephen wanted to report to the board on the status of the State Library Grant for the roof repairs. The State Bonding Commission will be meeting on Friday the 23<sup>rd</sup>. The grant is on the agenda. As soon as it is approved other things need to be done immediately. Bruce will be hearing from the commission and then he needs to contact the contractor to let him know so he can start the bidding process. Also, the Mayor and the Town Attorney need to be contacted so letters can be signed, and the roof repair project can be started. **a. Jobs Scam:** Bruce George reported the library has been the target of a job scam. This is a serious matter and has been taken seriously by the Director and staff of the library. The police dept. has been notified and are investigating the issue. There have been ads placed on several Job sites for positions at the library that do not exist, and people have been calling about them. Bruce George and the staff have contacted the sites and reported the fraud and have asked to have the ads removed. The hackers have been using one of the library's e-mail addresses. Steve Robillard suggested Bruce purchase the e-mail address domain, which will help stop the fraud and to contact the FBI. Bruce and Steve will do research to try and determine how and where this problem started. If any person calls regarding this matter, they should be told to contact the police dept. **b. Monthly Statistics:** Bruce George gave a summary of the monthly Statistics. There have been increases in circulation and internet sessions. This is due to the now reopened Library. **c. Programs:** Each department is working on bringing programs back to in-person at the library versus online. Outside organizations will also begin to hold in person meetings in the building. There are many events and activities planned for the coming months. The staff is working hard to get the library back to normal. **d. Raymond James:** Bruce George has received an account summary from Raymond James, and the funds should be transferred into this account shortly. **e. Tropical Storm Elsa:** This rainstorm caused leaks and water damaged to the interior building. Water leaked on to the circulation desk and rugs in the area. Clean up is still being done. **f. Lower-Level Bathrooms:** There have been plumbing problems with these bathrooms being clogged and Bruce called the DPW, and they had a company come in clear the drains.
- 8. Committee Reports:**
- a. Executive Committee:** Bruce George reported that the committee did not have any issues to discuss.
  - b. Building Committee:** This meeting was cancelled
  - c. Fundraising Committee:** Ron reported that thank you notes will be going out to those who made donations.

- d. Camarota Estate Subcommittee:** Ron Whitney, Katy Klarman and Stephen Haddon met and discussed the final documents sent to HCH and the transaction of funds should be taking place soon.

- 9. Old Business:**
- a. Capital Improvement:** This was discussed in the Director's Report.
  - b. Closing of the Library:** The library is now reopened to the public. People are returning to the library, but it has been slow to build back up. In person programs are starting back up. The children's librarian has been asked about having in person playgroups by the Family Resource Center. She has denied this request for now, due to the age of the children, children being unmasked, and unvaccinated and the handling of toys, books etc. Sascha will continue the mother goose program online for these same reasons.
  - c. PPP:** This is still being worked on. Bruce George, Judy Celone and Stephen Haddon will have a phone meeting with the SBA on Wednesday July 28<sup>th</sup>.
  - d. New Phone System:** A payment will be going out in July and there will be one more payment after that. There is still some work on a cable that needs to be done.
  - e. CARES ACT:** This is still being worked on.
  - f. A.J. Berman Fund:** The account is ready to be closed but is on hold until funds are needed for the roof repair project.
  - g. American Rescue Plan Grant:** The funds from this grant are being spent. Cleaning in the library is still being done.
  - h. Accepting Credit Card Payment:** This item is tabled until next month.
- 10. New Business:**
- a. Tax Return Form 990:** Bruce George received a letter of engagement from Helming & Company regarding the Form 990 tax return for 2020, for a tax-exempt organization. The Board needs to approve having Helming & Company do this tax return form. The cost is not to exceed \$4,300. **Motion #3 see attached.**
  - b. FY 2021-2022 Hagaman Final Working Budget:** Bruce George has combined the approved budget by the Town of East Haven, the library revenues, and other revenues to form a final working budget for FY 21-22 which needs the boards approval. **Motion #4 see attached.**
- 11. Executive Session:** None
- 12. Adjournment:** Stephen Haddon adjourned the meeting at 8:15pm. The meeting was adjourned until August 19<sup>th</sup>.

Respectfully Submitted

*Lucille Huelin*

Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE JULY 22<sup>nd</sup> MEETING**

**MOTION #1** Lorena Venegas made a motion to accept the June minutes with one correction. Kara Canney seconded the motion. The motion carried.

**MOTION #2** Lorena Venegas made a motion to accept the Treasurer's Report as presented. Kara Canney seconded the motion. The motion carried.

**MOTION #3** Stephen Haddon made a motion to approve the Letter of Engagement with Helming & Company to complete the Tax Return Form 990 for 2020. The cost not to exceed \$4,300. Kara Canney seconded the motion. The motion carried.

**MOTION #4** Lorena Venegas made a motion to approve the Final Working Budget for the library for FY 21-22. Steven Robillard seconded the motion. The motion carried.