

**East Haven
Hagaman Memorial Library
Board of Trustees Special Meeting
Minutes
October 21, 2008
7:00 p.m. Library Conference Room**

Members Present:

Kathleen Yuse
Patricia MacDonald
Maria DeBenedet
Eileen DeMayo
Mary Frazier
Sylvia DePalma

Members Absent:

Norma Mohler
Kathy Tonucci

Also Present:

Ellen Gambini, Library Director
Judy Celone, Treasurer
Lucille A Huelin, Clerk

1. **Call to Order:** The meeting was called to order at 7:05pm by Eileen DeMayo
2. **Approval of Minutes:** Sylvia DePalma made a motion to approve the September minutes as presented. Patricia MacDonald seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The treasurer's report for September 2008 was reviewed. Maria DeBenedet made a motion to accept the Treasurer's report as presented. Patricia MacDonald seconded the motion. The motion carried unanimously. **The 3rd Quarter Investment Report:** The quarterly report for the invested funds was reviewed. The report reflects the current economic situation. Kathleen Yuse reported that two CD's have matured and asked what the Board wished to do with the funds. After a brief discussion the Board agreed to have Susan Tipping from USB reinvest the funds in CD's. Kathleen Yuse will have her look for the best interest rate and they will be invested for one year.

6. **Director's Report:**
Statistics: Circulation was up by 6 ½ %. Internet usage continues to increase. There have been a few problems with improper usage of the internet and two students are no longer allowed to use the computers. **Project Updates:** The light fixture over the front door, which was very old and did not work, has been removed and replaced with a modern fixture. Due to problems with vandalism and children skateboarding on the front steps, a door knob had to be replaced on the back door and some other minor repairs made. Ellen Gambini has spoken to the police and the Mayor's office regarding this problem. There are two lights in the back of the building that need replacing. The Desk project is still being worked on. Ellen has spoken to the director of the Prison Work Program that refinished the chairs and the tables in the library. They will put together a proposal for a simpler front desk plan. The bid went out a while ago for the windows in the whole building. The bids are currently being reviewed by the architect. A grant for the furnace from the State Library Board has been filed. We will know at the end of November if we were given the grant. The money will not be available until next year.
7. **Committee Reports:** None
8. **Old Business:** Eileen DeMayo, Norma Mohler and Patricia MacDonald met with the Mayor concerning the town audit recommendations. The recommendation is for the library to become a town department. The town would take over the payroll, accounts receivable and accounts payable. The town owns the building and the libraries utilities currently come through the town's account even though the library pays the bills. After a brief discussion Maria DeBenedet made a motion, to maintain the status quo of the financial operations of the Hagaman Memorial Library. Sylvia DePalma seconded the motion. The motion carried unanimously.
9. **New Business:** Ellen Gambini handed out a copy of the schedule of meetings for 2009. The schedule was accepted as presented.
10. **Other:** Patricia MacDonald spoke about the attendance and reminded everyone to Please call or e-mail Lucille or the director if they are unable to attend a meeting.
11. **Adjournment:** Eileen DeMayo adjourned the meeting until November 20th, 2008. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted

**Lucille A Huelin
Board Clerk**