

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
AUGUST 21, 2008**

MEMBERS PRESENT

Norma Mohler
Kathy Tonucci
Patricia MacDonald
Kathleen Yuse
Eileen DeMayo
Sylvia DePalma
Mary Frazier

MEMBERS ABSENT

Maria DeBenedet

Also Present

Ellen Gambini, Library Director
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05pm.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Norma Mohler made the motion to accept the minutes as presented. Kathleen Yuse seconded the motion. The motion carried unanimously.
3. **Correspondence:** A thank you note was received from the Friends of the Library Executive Board. They thanked the board for their participation and support of the sign dedication. The note also stated that the Friends would be having a book sale at the Festival in Sept. and they will be providing refreshments at the concerts to be held on Sept 26th, Oct 24th, and Nov. 21st in the Library.
4. **Public Comment:** None
5. **Treasurer's Report:** Judy Celone was not present, there would be no report presented at this meeting. Ellen Gambini noted that there had been some mix up of accounts when the transfer was made from A.G. Edwards to UBS. The problem has been fixed.
6. **Director's Report:** **Monthly Statistics:** Monthly Statistics for June & July were reviewed. June circulation was down, but the circulation for the year was up. July had shown increases in circulation. Summer programs have been completed. **Staffing:** Ellen has hired a new Children's Librarian, Sasha Gardener, who will start on September 2nd 2008. Ellen Gambini has hired one other staff member and will be

hiring one other shortly. **Projects:** The town will be starting some of the work on the library on Saturday August 31st. The tile by the front door will be replaced. A new bicycle rack will be installed. A pump will be put in the stairwell by the community room to help with water drainage and new cement will be poured. The new windows are going to be put in very soon. The town is applying for a grant from the State Library for a new HVAC System, the application has to be completed by Friday August 30th, and they will know if they get the grant by November.

7. **Committee Report: Director Search:** Patricia MacDonald stated they had put ads in several places including Southern CT State University and the State Library Board. They had approximately eighteen applications. Eileen DeMayo stated they narrowed them down to six applications and they would be starting interviews. Norma Mohler explained they have set up three days doing two interviews a day. The interviews will be held on Sept. 3rd, Sept 8th, and Sept 10th. Patricia and Eileen have some questions on some guidelines that are listed in the State Library Hand Book and Eileen will call the State and get their questions answered.
8. **Old Business: Strategic Plan:** Ellen Gambini has not completed the plan. Ellen will be working on completing it now that the library is almost back to full staff and the website is finished. Mary Frazier would like to see the plan completed so they could use it in the interviews. It would help to be able to show in what direction the library is going. **80th Anniversary:** The Friends of the Library want to do something special for the anniversary. Due to the construction that could be taking place the board decided it would not be possible to hold a big celebration. Ellen Gambini stated that this is the 80th anniversary of the Hagaman Library, but that next year the town will be celebrating the 100th anniversary for the library. The first library was started in 1909 with 28 books in a small space in the town hall. After a brief discussion the board agreed to have a celebration next year and not this year. **Program Policy:** Ellen Gambini handed out a copy of the revised Program Policy for review.
9. **New Business: Distribution of Community Information Materials:** Ellen Gambini wrote up this policy as a follow up to the program policy. After a brief discussion Sylvia DePalma made a motion to adopt the revised Program Policy and the Distribution of Community Information Materials Policy as presented. Patricia MacDonald seconded the motion. The motion carried unanimously. **Paychex:** This is a service that is being offered by the company that does the payroll for the library. They will come in for a fee and review the benefits the library staff receives. Insurance, Cobra, Retirement etc. They will compile all the data into one booklet. This would help the new director understand the current benefits. After a brief discussion the board agreed to have Ellen do further research on this service. **Paypal:** This is an online

service for non-profit organizations that would allow online donations to be made to the library. It would be part of the library website. There would only be a charge when a transaction takes place. This type of service could be used for fundraising. Norma made a motion to have the Library use Paypal online service. Kathy Tonucci seconded the motion. The motion carried unanimously. **Reading Garden:** Since the death of Caroline Siedzik approximately \$3,000 has been collected in her memory. Caroline's family would like the money used for a reading garden. Since Ellen Gambini is retiring Caroline's family was concerned that the garden would not be created. To ensure that Caroline' Reading Garden becomes a reality, Ellen asked Judge DeMayo to draw up a legal document that would ensure the monies collected would be used to create and maintain such a garden. Patricia MacDonald made a motion to approve the legal document to ensure the creation and maintance of Carol's Reading Garden. Mary Frazier seconded the motion. The motion carried unanimously. Norma Mohler suggested that one of the local florist might be willing to donate some time to help draw up a plan for the garden. It was further discussed getting other local businesses to donate a bench or other materials.

10. **Other Business:** None

11. **Adjournment:** Eileen DeMayo adjourned the meeting until September 18th. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted

Lucille A Huelin
Board Clerk