

**EAST HAVEN HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEEING MINUTES
FEBRUARY 19, 2009**

MEMBERS PRESENT

Eileen DeMayo
Kathleen Yuse
Norma Mohler
Patricia Macdonald
Mary Frazeur
Maria Bronson
Sylvia DePalma

MEMBERS ABSENT

Cathy Burgard

ALSO PRESENT

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the January 2009 meeting were reviewed. Patricia MacDonald made a motion to accept the minutes as presented. Sylvia DePalma seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The January Treasurer's Report was reviewed. Norma Mohler made a motion to accept the Treasurer's Report as presented. Kathleen Yuse seconded the motion. The motion carried unanimously.

6. **Director's Report: Monthly Statistics:** The monthly statistics for January 2009 were reviewed. Karen Jensen reported an increase in circulation for the month and approximately a 13% increase over the same period in 2008.

Project Updates: Everything for the circulation desk has been approved. Correctional Enterprises has started construction on the desk. Karen hopes it will be completed on or before June 2009. The painting is moving along, the rotunda has been completed, the reference room is next and then the large print room. Nothing new to report on the HVAC system, the grant was received and Ralph Mauro is working out the details. Karen Jensen has started the research for new carpeting, she will report when she has some estimates. **Eagle Scout:** Karen Jensen reported that a young man, John, who is working on becoming an Eagle Scout, has submitted a proposal to update the media area, creating a sitting area and rearranging some of the shelving. The project includes new, better shelving for the DVD's. Since the white shelves currently used are fairly new, the project calls for selling these shelves and using the money to purchase a different type of shelving to better fit the sitting area. After a brief discussion the Board gave the ok for Karen to sell the white shelves. Karen will determine the best way to do this, some of the suggestions that she will look into are; to sell them on e-bay, have a tag sale, and sell then through inter-library or on Craig's list.

Part-time Employee: Karen noted that one of the part-time workers has given her notice. Karen asked for suggestions, she would like to get a high school student to take the position. Norma Mohler made the suggestion that Karen call the High School Guidance office, they will know of students looking for part-time work. **Friends of the Library:** Karen Jensen handed out brochures for the Friends of the Library group. They are having their annual membership drive and if anyone is interested or knows of anyone that is interested in joining the group, please have them complete the form in the brochure and return it to the library. Membership dues are \$5.00 per individual.

7. **Committee Reports:** None

8. **Old Business: Strategic Plan:** Karen Jensen handed out copies of the Strategic Plan to the board members. After reviewing the plan and a brief discussion Norma Mohler made a motion to adopt the Strategic Plan as written. Patricia MacDonald seconded the motion. The motion carried unanimously. Karen Jensen will make sure it is available for the public to review.

Budget 2009-2010: Karen Jensen handed out copies of her proposed budget for the 2009-2010 fiscal year. Karen noted changes to some of the line items. There is an increase to the salary line and to LEAP.

Karen had to add line items for the monthly fee for the wireless service and for the Learning Express Library. The electricity and gas items were reduced; Karen is expecting that the cost for these services will be reduced due to the upgrade in the furnace and air conditioning units and having the windows replaced. **Employee Manual:** The manual will be available for all Board members to review and make corrections, comments etc. Karen will attach a sign off sheet to the cover and as each member reviews the manual they can sign off on it. Any changes or corrections will be discussed at next months meeting.

Carolyn's Reading Garden: As spring is approaching it is a good time to plan and start the garden. There will be a meeting on March 12th at 7:00 pm to start the design. Carolyn's husband Dick, Barbara Brow from the E.H. Garden Club, several library employees, and someone from the Friends of the Library will be present. Any Board members who are interested in helping should attend. Karen Jensen will invite the Mayor. Karen is going to a gardening workshop at Van Wilgen's Garden Center on March 7th to get some ideas. Norma Mohler suggested that Karen call E. H. Builders to see if they can help and Patricia MacDonald also knows someone who hires out for garden designs, she will get the name for Karen.

9. **New Business: Election of Officers:** A slate of officers was presented for 2009 as follows:

Chairperson Eileen DeMayo
Vice-Chair Norma Mohler
Secretary Sylvia DePalma
Treasurer Kathleen Yuse

There were no other nominations. Sylvia DePalma as secretary cast one vote to elect this slate of officers for 2009.

Internet Access Procedures Policy: Karen Jensen spoke about the current policy which set the age for using the computers upstairs as young adults at 14. Karen stated that for several reasons, some of which are, the number of computers the library has in both the children's room and upstairs, the number of people using them, and what people are researching, she feels that 13 year olds should be using the computers up stairs. Karen would like to have the Internet Access Procedures Policy changed to read "Young Adults (age 13 to 17) may use the computers in the Adult Department". After a brief discussion Patricia MacDonald made a motion to accept Karen Jensen's proposal and change the policy to read, age 13 to 17. Maria Bronson seconded the motion. The motion carried unanimously.

10. **Other: Report on State Library Board of Trustees Workshop:** Mary Frazeur has some information to share regarding the workshop and fundraiser organizations that help different libraries raise funds. She will bring the information to the March meeting. **Change in Library Hours:** Karen Jensen has had many requests from patrons regarding the Friday Library Hours. The library hours have been discussed before and not increasing the hours is due to the limited number of staff. Karen Jensen proposed changing the hours of the library every day. She suggests opening later everyday by ½ hour, this would total two hours which could be added to Friday mornings, so they would open at 10:00 everyday. She also would like the board to consider changing their late night from Thursdays to Mondays. The Board agreed to let Karen further investigate the possibilities for change and it could be discussed at a later date. **100th Anniversary:** This June will mark the 100th Anniversary of the start of the first library in town. With so many projects taking place in the library, creating Carolyn's Reading Garden, the completion of the new circulation desk, and the renovations to the windows, painting etc. The Board agreed that it would be fitting to have some type of celebration this spring, incorporating all these items into one occasion. After a brief discussion it was agreed that all members will give thought to what to do and how to get it done. All ideas will be discussed at next months meeting and a committee will be forms to make plans and get started. The aim will be to have the celebration in June or July.

11. **Adjournment:** Eileen DeMayo adjourned the meeting until March 19th, 2009. The meeting was adjourned at 8:03 p.m.

Respectfully Submitted

Lucille A Huelin, Board Clerk