

**EAST HAVEN HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 15, 2009**

**MEMBERS PRESENT**

Eileen DeMayo  
Kathy Tonucci  
Kathleen Yuse  
Patricia MacDonald  
Mary Frazeur  
Cathy Burgard  
Norma Mohler  
Maria Bronson

**MEMBERS ABSENT**

Sylvia DePalma

**ALSO PRESENT**

Karen Jensen, Library Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk  
Susan Tepping, UBS Agent

Susan Tepping gave a brief review of the current state of the Invested Funds.

The Money Market Fund and CD rates have dropped over the past year. The current rate of interest is about 1 ¼%. The accounts are in a Managed Fund, fee based portfolio. They are insured. Susan recommends not changing anything at this time. Susan did present to the Board an alternative type of portfolio if the Board wanted to change. The Board agreed to hold on any moves at this time.

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:32 p.m.
2. **Approval of Minutes:** The November 2008 minutes were reviewed. Kathy Tonucci made a motion to approve the minutes as presented. Norma Mohler seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None

5. **Treasurer's Report:** The treasurer's reports for November and December were reviewed. Norma Mohler made the motion to accept the treasurer's reports as presented. Kathy Tonucci seconded the motion. The motion carried unanimously.
6. **Director's Report: Monthly Statistics:** Karen Jensen reported the over all circulation was down in the last two months but the number of people using the library has increased. This is due mainly to the computer use and internet usage. **Project Updates:** The town received the grant for the heating and air conditioning unit and windows. Work will begin in the spring and go through the summer on getting a new furnace, air conditioner and new windows. The approval was given on the new desk design. The new desk will have a lower section for handicapped patrons, more shelves, storage space and a book drop slot. The final cost is \$39,700. This does not include the counter top and Karen is still discussing this issue with Ralph Mauro. Karen doesn't have a start date yet. Painting has begun in the Rotunda on the second floor and they will be doing the first floor soon. Karen Jensen has received an estimate for the new wireless system. The Friends of the Library have stated that they will purchase the system, but the library will be paying the monthly usage fee. Patrons will need to have a library card to access the system. The purchasing agent for the town is working on coordinating the purchase of this system with town purchases and he has asked Karen to wait on this purchase. **Other Items:** The library staff was present at the Volunteer Fair held at the high school and there are two high school students who will be coming for about six weeks to work in the library. The Help Fair was very successful; a lot of information was given out about our library services. There was a purse thief in the library recently. Someone using the library forgot to take her purse with her on leaving. Someone else walked off with it. A police report was filed. There was a witness; Karen doesn't know if the purse was returned. Friends of the Library are going to purchase a laptop computer to be used in the community room to help when speakers are making presentations. A new children's program will be starting on 1/16/09. Mother Goose on the Loose. It is an Early Childhood Literacy Program for preschoolers.

7. **Committee Reports:** None
8. **Old Business:** TIAA CREF: Karen Jensen has worked with Judge DeMayo to complete the information requested by TIAA CREF.
9. **New Business: 2009-2010 Budget:** Karen Jensen is working on the budget. The town has asked for a 5% reduction in expenses in non-salaried items. Budget has to be in to Mayor's office on February 1, 2009. **Long Range Plan:** Karen Jensen handed out copies of the completed Strategic Plan. She asked that all members review it and it will be discussed next month. **Employee Manual:** Karen Jensen noted that changes have been made to the handbook. She asked board members to come in to the library when they have a chance to review the changes. The changes can be discussed and approved at the next meeting. **Carolyn's Reading Garden:** Now is the time to start planning the garden so it can become a reality in the springtime. Carolyn's family, the Friends of the Library, the East Haven Garden Club and the Mayor have all agreed to help. If any of the board members want to be involved in the planning let Karen know. Karen displayed a framed collage of photos of Carolyn which will be hung in the library.
10. **Other:** An election of officers will be held in February. Mary Frazier attended the State Library Board of Trustees workshop recently and would like to make a presentation in March. The Board agreed.
11. **Adjournment:** Eileen DeMayo adjourned the meeting until February 19<sup>th</sup>, 2009. The meeting was adjourned at 8:25 p.m.

Respectfully Submitted

Lucille A Huelin, Board Clerk