

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 21, 2010

MEMBERS PRESENT

Patricia MacDonald
Eileen DeMayo
Cathy Burgard
Sylvia DePalma
Norma Mohler
Ursula DeMartino
Mary Frazeur
Kathleen Yuse

MEMBERS ABSENT

Maria Bronson

ALSO PRESENT

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Clerk
James Dougherty, Town Council Chairman

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:10 p.m.
2. **Approval of Minutes:** The November 2009 minutes were reviewed. Kathleen Yuse made a motion to accept the November minutes as presented. Cathy Burgard seconded the motion. The motion carried unanimously.
3. **Correspondence:** Karen Jensen read a Thank You note from the E.H. Food Pantry for donations made in December 2009.
Karen Jensen read a letter from James Dougherty, the Town Council Chairman, concerning new subcommittees created by the Town Council. Any concerns regarding the Library will come under the Education subcommittee of the Town Council. The members for this subcommittee are, Diane Badamo, Vincent Camera, Paul Cofranseco, Paul Thompson and Richard Anania.
4. **Public Comment:** None

5. **Treasurer's Report:** The November and December reports were reviewed. Cathy Burgard noted the expense for Carolyn's garden and Karen explained the cost was to clean up the garden for winter and to plant some daffodil bulbs for the spring. Norma Mohler made a motion to accept the Treasurer's Report. Patricia MacDonald seconded the motion. The motion carried unanimously.
6. **Director's Report: Project Updates:** The replacing of the windows is on schedule, work is suppose to start during the winter. There is an Eagle Scout candidate who will be painting the concrete brick in the adult department. The library will pay for the paint if it is not donated. **Monthly Statistics:** The circulation for 2009 was up 6 ½ % over the previous year. November and December were very busy. **Donation:** The Friends of the Library have given a donation to help supplement the Children's Library. They donated a Play Station III and some programs. **Workshop:** Eileen DeMayo and Karen Jensen went to a workshop for Library Board members. The presentation "Creating a Stronger Board" was very interesting and provided a lot of information. Eileen had some handouts and information from the workshop and anyone who wishes to look at it should talk to her.
7. **Committee Reports:** None
8. **Old Business:** Patricia MacDonald asked about the new wireless system. She wanted to know if the library had its own lap top computers. The program has just started and it seems to be working well, Karen Jensen has considered getting a couple of computers for people to use, but has concerns about theft and improper use of websites. After a brief discussion it was agreed that the library should have a couple of lap top computers for use by the patrons. Karen Jensen will create a policy of use for those 18 years and older and will present it at the meeting in February.

Sylvia DePalma asked about the new Mango Language program the Library had tried out. Karen Jensen told the board that the program was very good and she had decided to buy it and it will be starting in a week or so. After a brief discussion it was agreed that Karen would put together some information about the program and get it out to the schools and teachers.
9. **New Business: Conflict of Interest:** Karen Jensen read a letter from Paul Hongo regarding the Town's Policy on Conflict of Interest. It was a reminder to everyone that if anyone had a conflict of interest it must be reported to the Board and the Town Council.

Sick Time: When the employee hand book was last updated the sick time benefits were reduced to a max of 12 days per year with a carry over of one year. Some of the employees do not agree with this policy and are asking it to be changed. After a brief discussion it was agreed that Karen would do some research and review the town contracts and come up with a new sick time schedule that would be fair to all. She will present her findings at next months meeting.

Book Fund: Due to investment losses because of the economy the interest from the Hagaman Fund is about \$10,000 less than budgeted for books. Karen Jensen has asked to use some funds from the general account and from the state grant money to make up the difference. Patricia MacDonald made a motion to use money from the state grant and the general fund to add to the book fund. Cathy Burgard seconded the motion. The motion carried unanimously.

Holiday Schedule: In reviewing the holiday closing schedule Karen noted that July 4th is a Sunday and most offices will be closed on Monday and Karen had listed the library to be closed on Friday, July 2nd. She would like to change that day to have the library closed on Monday. The Board agreed.

Nomination Committee: The Board will hold the annual election of officers in February. Cathy Burgard, Norma Mohler and Sylvia DePalma volunteered to be the nomination committee. **Budget:** Karen Jensen must present the 2010-2011 budget to the Mayor by February 1st. Karen had prepared her budget for review by the board and she went over each line item, explaining why she either increased or decreased the item. After a brief discussion and a couple of changes the board agreed with the budget for the 2010-2011 fiscal year.

10. **Other: Carolyn's Garden:** Karen Jensen reported that more money was raised to create Carolyn's Garden than was needed and money is still being donated. Karen would like to set these funds aside to be used to pay for the continued care of the garden. The Board agreed that the funds in the account such only be used for the upkeep of Carolyn's Garden.
11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:30 p.m. The meeting was adjourned until February 18th 2010.

Respectfully Submitted,

Lucille A Huelin, Board Clerk