

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JULY 17, 2008**

MEMBERS PRESENT

Eileen DeMayo
Patricia MacDonald
Norma Mohler
Mary Frazeur
Sylvia DePalma

MEMBERS ABSENT

Kathleen Yuse
Kathy Tonucci
Maria Tonelli
Maria DeBenedet

Also Present

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

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:09pm.
2. **Approval of Minutes:** The minutes from the June meeting were reviewed. Norma Mohler made the motion to accept the 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 June was reviewed. The figures reflect the end of the fiscal year. Norma Mohler made a motion to accept the Treasurer's Report. Patricia MacDonald seconded the motion. The motion carried unanimously.
6. **Director's Report: Monthly Statistics:** Numbers are good, but it has been difficult because of the death of Caroline, the children's librarian and one of the other staff went to part time. The staff is working hard to fill in the void until new staff can be hired.
Project Update: There has been no response to the bid for the circulation desk. It has been determined that the desk design is too detailed and will be too costly. Ellen is looking for an older design that was much simpler. Maria Tonelli gave Ellen two names of people who did work for the New Haven Library. Ralph Mauro is going to contact them. The painting project is still pending. Ellen is working on buying new blinds for the new windows when they are in place.
7. **Committee Reports:** None
8. **Old Business: Strategic Plan:** Ellen Gambini is still working to put all the information together. **80th Anniversary:** Ellen Gambini has been putting together some information on the 1928 club that was suggested

by Maria Tonelli. Ellen has contacted a few organizations that have used this idea for a fundraiser to get information on how it works. One of the questions is whether or not to use the computer and have donations made online. Since there is no time table for work to be done on the building, it will be hard to plan a large celebration. Ellen Gambini suggests that the anniversary celebration be combined with one of the concerts already planned for the fall. **Director's Job Description:** Eileen DeMayo, Norma Mohler and Patricia MacDonald have been working on writing up a new description and looking into placing ads for the position. Norma Mohler will talk to Fran Foley about putting something on the town website. **Employee Discipline:** There has been some vandalism against the Library in the last few weeks. A rock was thrown through a window and doors were damaged when someone tried to break into the building. At the time the rock was thrown an employee should have been at work in the building. This employee had left early with out notifying anyone. Ellen spoke to the employee and learned the person has some health problems. Ellen has since changed the employee's work hours.

9. **New Business: Program Policy:** Ellen Gambini has had many business people volunteer to speak at the Library. Speakers are not supposed to benefit from these programs. They should all be community service type programs, no advertisements or business cards should be handed out. The Library has no real clear policy regarding this matter and Ellen Gambini would like the board to create one. Cindy is gathering information from other libraries regarding their policies and all the information will be put together and given to the board for a decision. **Children's Librarian job description:** Ellen Gambini has looked but there is no job description for the position. A job description needs to be created. Ads have been placed and Ellen has gotten some responses already. Sylvia DePalma found a guide book that addresses library needs including responsibilities for a children's librarian. Ellen will use some information from the guide book to start work on a job description for the Children's Librarian.
10. **Other:** Donations have been made to the library in memory of Caroline Siedzik, the children's librarian who passed away in June. About \$1,400 has been received so far. Caroline had always wanted a reading garden. Ellen Gambini is going to use the donations to create a little garden with a bench on the side of the library in memory of Caroline.
11. **Adjournment:** Eileen DeMayo adjourned the meeting until August 21st. The meeting was adjourned at 8:00 pm.

Respectfully Submitted
Lucille A Huelin
Board Clerk