

EAST HAVEN HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JUNE 17, 2010

MEMBERS PRESENT

Eileen DeMayo
Ursula DeMartino
Patricia MacDonald
Kathleen Yuse
Sylvia DePalma
Maria Bronson
Mary Frazier

MEMBERS ABSENT

Norma Mohler
Cathy Burgard

Also Present

Karen Jensen, Library Director
Judy Celone, Treasurer
Diane Badamo, Town Council Representative
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:03 p.m.
2. **Approval of Minutes:** Minutes from the May 2010 meeting were reviewed. Ursula DeMartino made a motion to approve the minutes as presented. Kathleen Yuse seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Treasurer's Report from May was reviewed. Sylvia DePalma made a motion to accept the Treasurer's Report. Patricia MacDonald seconded the motion. The motion carried unanimously.
6. **Director's Report: Monthly Statistics:** The overall monthly circulation was down slightly over last year at this time. Wireless usage is up. The Mango and Learning Express programs are not being used as much as Karen had hoped.

Project Updates: The window installation is moving along. They hope to be finished in a month or two. Karen Jensen handed out a proposal from Budget Blinds for window treatments. There are about 70 windows in the Library and the cost for several types of treatments, shades, blinds, shutters etc will cost about \$22,000.

7. **Committee Reports:** None

8. **Old Business: McHardy Fund:** The Board has talked about using the funds in this account for special projects, such as window treatments, a new circulation desk in the children's room, an elevator upgrade and automated doors for the handicapped in the children's room. The McHardy Fund has restrictions on its' uses. Only the income can be used and at this time Susan Tepping from UBS did not have that amount available. After a brief discussion the Board agreed to have Karen get estimates and proposals for these special projects before having any more discussions. **Window Treatments:** It had originally been thought the McHardy Fund would be used to pay for new shades/blinds/shutters for the new windows. Due to the restrictions on this fund the Board decided to use the money in the Special Gifts account for the window treatments. The proposal estimate was for \$22,000, but Karen did not think it would cost that much because as she looked at each window, she discovered that some of the windows already had new shades etc. Sylvia DePalma made a motion to use the Special Gifts Fund to pay for new window treatments, not to exceed \$23,000. Mary Frazier seconded the motion. The motion carried unanimously. **Budget:** In April the Town Council approved a reduced budget for the Library. At the May meeting Karen Jensen gave out two revised budgets, cutting different line items, to meet the town's reductions. They were labeled Budget A and Budget B. After some review of both revisions, Karen made the recommendation that the Board accept version B of the revised budget. Maria Bronson made a motion to approve the revised budget B for the 2010-2011 year. Ursula DeMartino seconded the motion. The motion carried unanimously.

9. **New Business: LEAP/Bibliomation:** Karen Jensen had a proposal from Bibliomation for the board to review. Overall it would be approx. \$10,000 a year less to use Bibliomation. Bibliomation offers more programs and services than LEAP does. There will be a transfer cost of approx. \$7,000. This is a one time fee; Karen did not think the cost would be more than this. A letter of intention to withdraw must be sent to LEAP by June 30th. Ralph Mauro is working on a proposal to

be presented to the Town Council. Patricia MacDonald made a motion to approve the move from LEAP to Bibliomation, at Karen Jensen's discretion. The Transfer will take place on July 1, 2011. Sylvia DePalma seconded the motion. The motion carried unanimously.

10. **Other:** Kathleen Yuse stated that there was a CD coming due on 7/1/10. Kathleen needed the Board to decide to renew the CD or cash it in. The interest rate right now was not good, only 1% if renewed for a year. After a brief discussion the Maria Bronson made a motion to renew the CD if Kathleen could get 1% or more. If not Kathleen Yuse would hold the funds and bring this issue back to the Board at the July meeting. Ursula DeMartino seconded the motion. The motion carried unanimously. **Circulation Desk:** Karen Jensen had received a request from the town regarding the bill for the circulation desk. Due to economic problems the town is unable to pay the remaining \$10,000 for the desk and the library would have to pay this bill. After a brief discussion regarding the library's funds, it was agreed that both the window treatment costs and the circulation desk cost would come out of the general fund. Patricia MacDonald made a motion to take \$10,000 from the General Fund to pay for the circulation desk. Ursula DeMartino seconded the motion. The motion carried unanimously. Patricia MacDonald made the motion to amend the motion for the window treatments to read, use the General Fund to pay for the window treatments, not to exceed \$23,000. The motion was seconded by Mary Frazier. The motion carried unanimously.
11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:05 p.m. The meeting was adjourned until 7/15/10.

Respectfully Submitted

Lucille Huelin, Board Clerk