

**HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
MARCH 27, 2008**

**MEMBERS PRESENT**

Maria DeBenedet  
Eileen DeMayo  
Mary Frazeur  
Norma Mohler  
Kathleen Yuse  
Kathy Tonucci  
Sylvia DePalma  
Patricia MacDonald

**MEMBERS ABSENT**

Maria Tonelli

**ALSO PRESENT**

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

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05 p.m. Welcome to a new board member, Maria J. DeBenedet.
2. **Approval of Minutes:** The minutes for the February 2008 meeting were reviewed. Norma Mohler made the motion to accept the minutes. Kathy Tonucci seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Treasurer's Report for February 2008 was reviewed. Norma Mohler made a motion to accept the Treasurer's Report as presented. Sylvia DePalma seconded the motion. The motion carried unanimously.

6. **Director's Report:**

**Monthly Statistics:** February's statistics were reviewed. Ellen Gambini noted circulation had increased, even though out of town statistics had dropped. This shows more East Haven residents are using the Library.

**Project Updates:** Ellen Gambini reported that a contractor named Vinnie is working on making repairs to the ceiling and preparing it for painting. This repair will cost approximately \$1,850.00 and Library funds will pay for these repairs. The town will be doing the painting. The walls and the ceilings in some of the rooms also need repairs and other preparation work before painting can be done. Vinnie the Taper can do the work to get the rooms ready for painting for approximately \$2,200.00. Ellen Gambini has been in touch with the Prison System about their program of prisoners doing furniture repairs. Ellen had a list of cost for different pieces of furniture. In all Ellen has about 65 pieces of furniture, chairs in need of repair, some in need of reupholstering, tables in need of repair, shelves etc. Ellen estimates that all the repairs, including picking up of all the furniture and delivery back to the library will cost about \$8,000.00. After a brief discussion Sylvia DePalma made a motion to take \$11,000 from the General Fund to be used to have repairs done to the walls and ceilings, by Vinnie the Taper, in preparation for painting and to have approximately 65 pieces of furniture repaired and/or refurbished by the Prison Program. Kathleen Yuse seconded the motion. The motion carried unanimously.

**Circulation Desk:** The bid for construction of the desk was sent out and only one person made a bid on the work. It was for about \$40,000 above the original cost. Ellen Gambini was not sure what will happen now.

**Furnace:** The furnace needed some repairs in March. Working with the town and Ralph Mauro, Ellen Gambini is going to apply for a grant from the state to replace the furnace and the windows. The grant will be for \$100,000.00, about one third of the total cost.

**Book Drop:** In June of 2007 Ellen Gambini purchased a new video/book drop. It was never delivered. Ellen has been tracking it down and it should be delivered within two weeks.

**Library Sign:** The Friends of the Library will be getting the new sign next week and installation is still planned for June 10<sup>th</sup>, complete with a reception and the High School Band.

7. **Committee Reports:** None

8. **Old Business:**

**Budget:** Ellen Gambini stated that the finance board reviewed the proposed budget and cut approximately \$13,000.00 from the budget. The cuts were made to the Electricity, Building repairs and the HMO line items. The town explained they are working with the HMO and electric company to reduce the overall costs in those areas and they plan on using the public works dept to make some repairs rather than using an out side contractor. The wage increase for the staff was not changed.

**Strategic Planning Meetings:** The meetings were held on February 26<sup>th</sup> and March 25<sup>th</sup>. Ellen Gambini stated they went very well. Ellen will prepare a summary of the meetings to be discussion at a later board meeting.

**80<sup>th</sup> Anniversary:** No new updates.

9. **New Business: TIAA-CREF:** Ellen has received a request for some information; she will complete the form and return it. **Annual Dept. Reports:** Ellen handed out the annual dept. reports to all members and asked that they take them home and review the reports. Any questions can be addressed at the next meeting.
10. **Other:** Kathleen Yuse reported that the A.G. Edwards Co. was bought by Wachovia Bank. The Library had not received any statement from Wachovia about their accounts. Susanne Tipping, the A.G. Edwards agent, has gone to work for UBS. Kathleen Yuse asked if we should invited Susanne to come talk to the board about UBS and what they have to offer. After a brief discussion the board agreed to meet with Susanne Tipping at the next meeting if possible and then decide if they should stay with Wachovia Bank or move the accounts to UBS or somewhere else.
11. **Adjournment:** Eileen DeMayo adjourned the meeting until April 17<sup>th</sup>. The meeting was adjourned at 8:05 pm.

Respectfully Submitted

Lucille A Huelin  
Board Clerk

