

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
MARCH 18, 2010**

MEMBERS PRESENT

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

MEMBERS ABSENT

Sylvia DePalma
Maria Bronson

Also Present

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Clerk
Kim Shute – Girl Scout Leader

- 1) **Call to Order:** Eileen DeMayo called the meeting to order at 7:00 p.m.
- 2) **Approval of Minutes:** The minutes from the February meeting were reviewed. Cathy Burgard made a motion to accept the minutes as presented. Norma Mohler seconded the motion. The motion carried unanimously.
- 3) **Correspondence:** Karen Jensen received some correspondence from ALTAFF. This is a national organization that supports library boards. Karen asked that the board review the materials and let her know if they wanted to become members. Karen Jensen and Eileen DeMayo had received a letter from Kim Shute regarding the use of the community room by Patricia Mousch's Girl Scout troop. A copy of the letter was given to all Board members to read. The Board members listened to the concerns of both Karen and Kim and after some discussion made several suggestions that they thought would help settle the issue. The clerk was then asked to put what had been agreed to in a letter to Kim Shute with a copy to Karen

Jensen and to Patricia Mousch. A copy of the letter will be on file in the Town Clerk's office with the minutes from this meeting.

- 4) **Public Comment:** None
- 5) **Treasurer's Report:** The treasurer's report for February was reviewed. Norma Mohler made a motion to accept the report as presented. Ursula DeMartino seconded the motion. The motion carried unanimously.
- 6) **Director's Report: Monthly Statistics:** The monthly stats were reviewed. Karen Jensen noted that the circulation and use of the library was up. Patrons were using the wireless set-up as well as the Kindle Book. **Project Updates:** The Eagle Scout's project was approved and they are working on a start date. The window installation is still pending. **Other:** The business breakfast went well and the library has another one scheduled for June 16th, the topic will be Face book 101 for Business. There will be an Art Exhibit and reception for local artist Joe Higgins on April 10 from 5:30 to 8:00 pm. AARP Tax Aide started their program in February they are booked through the tax season. The town administration is talking to the library about using Quick Books software for all accounting.
- 7) **Committee Report:** None
- 8) **Old Business:** None
- 9) **New Business: Hagaman Fund Review:** The Board of Finance is questioning the Hagaman Fund Investments, they would like to see an independent review of the fund to determine how it is being invested. During a discussion on the matter, board members spoke of having looked into this issue several years ago. At that time the town Attorney was Mr. Sgrignari and he wrote a report regarding the Hagaman Fund and how it is handled. Karen Jensen will send a copy of that report to Paul Hongo and Ralph Mauro to see if it answers their questions. **Community Room Use Policy:** Karen Jensen stated her concerns regarding this policy and the issue of the Girl Scouts. The requests to use the community room have greatly increased over the last several years. Many more groups want to hold their meetings in the library. The library also has increased the number of events and programs that they are offering to the public and need to use that room. The use of the room during the day is fine, it is the evening hours that are in demand and with so many people wanting the room it is becoming a problem.

The policy is very unclear as to how often a group can use the room and how far in advance one can book the room. Karen Jensen would like the board to consider revising this policy. The board agreed that Karen should look at the policies of other libraries on this matter and to write up a revised policy for the board to review at the next meeting.

10) Other: None.

11) Adjournment: Eileen DeMayo adjourned the meeting until April 15th, 2010. The meeting was adjourned at 8:15 pm.

Respectfully Submitted

Lucille A Huelin
Board Clerk