

East Haven Hagaman Memorial Library
Board of Trustees Meeting Minutes
November 20, 2008
7:00 P.M. – Library Community Room

Members Present:

Norma Mohler
Sylvia DePalma
Kathleen Yuse
Cathy Burgard
Eileen DeMayo
Maria DeBenedet

Members Absent:

Mary Frazeur
Patricia MacDonald
Cathy Tonucci

Also Present:

Karen Jensen, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The October minutes were reviewed, it was noted by Lucille Huelin there was an error in the first paragraph under Old Business. Patricia MacDonald had not been at the meeting with the Mayor. Kathleen Yuse made a motion to approve the minutes as corrected. Norma Mohler seconded the motion. The motion carried unanimously.
3. **Correspondence:** Eileen DeMayo had received a copy of a letter sent to Mayor Capone Almon from Maria Tonelli. The letter stated that Maria would not be able to return to the Library's Board.
4. **Public Comment:** None
5. **Treasurer's Report:** The treasurer's report for October was reviewed. Sylvia DePalma made a motion to accept the report as presented. Maria DeBenedet seconded the motion. The motion carried unanimously.

6. **Director's Report:**

a) **Monthly Statistics:** The October Statistics were reviewed. It was noted that out of town usage was up and visits to the new website were up.

b) **Project Updates:**

There are no new updates on the Furnace, Windows or Painting projects. - Karen Jensen and Ralph Mauro have met twice with the representatives from the prison program. They are working on a proposal for building the new circulation desk. - Karen Jensen noted she has received a proposal for the wireless access project which Ellen Gambini had started. Karen will be meeting with the company and will report on that when it takes place. - The Community room is finished. The room has been wired for computer access and the over head projector is in place. The town needs to install a plug in the ceiling for the projector. - Karen Jensen is working with the copier company to install connections with the computers, so the copier can be used as a printer for the computers. She is waiting for an estimate. - Representatives from the company that does the payroll has been working with the staff to update files and information on staff benefits, retirement etc. They found two issues that are not very clear and need updating. One is in regards to leave of absence and the other concerns personal days earned. After a brief discussion the Board decided the leave of absence issue would follow the federal law regarding The Family Leave Act and personal days would be earned as follows: each staff member hired between January and June of any year would receive two personal days for that year and any one hired after July 1 of any year would receive one personal day for that year. - The Strategic Plan has been finished by Cynthia. Karen Jensen would like to review it before presenting it to the Board in January 2009.

c) **Other:** The Mayor announced a spending freeze on 11/19/08.

The freeze doesn't affect salaries, maintenance or building projects already started. Since books are purchased by the Hagan Fund, this freeze will not cause any major problems for the Library. - The Library will be part of two fairs. On Saturday 11/22/08 a Help Fair will be held at the Senior Center and on 12/10/08 a Volunteer Fair will be held at the High School.

7. **Committee Reports:** None
8. **Old Business:** Kathleen Yuse reported that the two CD's that had come due were reinvested in two CD's by Susan Tipping from UBS. One will mature in May 2009 and the other in July 2009. Kathleen Yuse also noted that on December 8th, 2008 another CD is up for renewal. After a brief discussion Kathleen Yuse made a motion to have Susan Tipping reinvest this money into a new CD for one year. Maria DeBenedet seconded the motion. The motion carried unanimously. Kathleen Yuse also noted that because the Library had a new Director, names on the funds may have to be changed. Kathleen will invite Susan Tipping to the January 2008 meeting at which time this will be discussed as well as updates on the invested funds.
9. **New Business:**
 - a) Christmas Party: The Christmas staff party to be held on 12/15/08. Sylvia DePalma made the motion for the Board to allow \$30.00 per staff person for the Christmas Party. Norma Mohler seconded the motion. The motion carried unanimously.
 - b) TIAA-CREF: Karen Jensen has a questionnaire that has to be completed by 12/1/08 so they can meet the new regulation for next year. Karen is not that familiar with the plan and wanted to know if any board member had filed this before. It was decided that Karen will talk to legal counsel on this matter.
10. **Other Business:** Judy Celone has been working with the Auditor, there have been no problems. Judy did note that New Alliance Bank will no longer allow her to cash checks because she is not a signer on the account. One of the Board members will have to be available to do this once a month.
11. **Adjournment:** Eileen DeMayo adjourned the meeting until January 15th, 2009. The meeting was adjourned at 8:15 p.m.

Respectfully Submitted

**Lucille A Huelin
Board Clerk**