

**Hagaman Memorial Library  
Board of Trustees Meeting  
September 18, 2008**

**Members Present:**

Kathy Tonucci  
Patricia MacDonald  
Norma Mohler  
Eileen DeMayo  
Mary Frazier

**Members Absent:**

Kathleen Yuse  
Sylvia DePalma  
Maria DeBenedet

**Also Present:**

Ellen Gambini  
Judy Celone

1. **Call to Order:** The meeting was called to order at 7:10pm by Eileen DeMayo
2. **Approval of Minutes:** Kathy Tonucci made a motion to approve the August minutes as presented. Patricia MacDonald seconded the motion. The motion carried unanimously.
3. **Correspondence:** Probate Court sent their annual report for the Hagaman Fund. The Fund is in good condition and is being well managed
4. **Public Comment:** None
5. **Treasurer's Report:** The treasurer's report for July and August 2008 were submitted. Mary Frazier made a motion to accept the report as presented. Patricia MacDonald seconded the motion. The motion carried unanimously.
6. **Director's Report:**
  1. **Statistics:** Circulation was down, quite a lot of delinquent fines were collected. Ellen sent out letters to all the elementary schools introducing the new children's librarian, Sarah. Sarah has projects lined up that she hopes she can work with the schools to implement.
  2. **Projects:** New tile was laid in the entrance way, the bike rack has been installed and the sidewalk was fixed by the Community Room. We still need a light over the front door. There has been no bids made for the desk. A suggestion was made that Ellen contact the correctional center that re-upholstered the chairs in the Mystery Room to see if they can make a bid.
  3. **Other:** Several youth of East Haven have damaged the Book Drop. Ellen filled out a police report. Not much action has been taken as yet, further information to follow. Police will keep an eye on the library.

**7. Committee Reports: Director Search:** A motion was made by Pat MacDonald to adjourn to Executive Session, the motion was seconded by Kathy Tonucci. The motion carried, the board went into executive session at 7:45pm. Executive Session ended at 8:00pm

**8. Old Business: Paychex:** Paychex has agreed to set up an employee hand book for benefits and position descriptions **Strategic Plan:** Ellen submitted a rough draft. The draft shows what the committee of East Haven citizens deems our strengths and weaknesses. These statistics were accumulated over two meetings earlier this year. The plan describes a vision statement for the library, East Haven demographics, and the current trend for the library. The statement touched on the library's value, services provided, responsibilities, goals and objectives. The final draft needs to be approved by the Board. Edits will be done by the next meeting.

**9. New Business:** The town audit, which is done yearly on the library's books, recommends that the town take over the checking accounts from the library. This was just a recommendation and not approved by the Board.

**10. Other:** Ellen will talk to the town Administration about the Desk and the bid for the paint and rugs.

**11. Adjournment:** Norma Mohler made a motion to adjourn the meeting until October 16, 2008. Kathy Tonucci seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:35pm.

**Respectfully Submitted**  
**Norma Mohler**