

**EAST HAVEN HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEE  
MEETING MINUTES  
JUNE 16, 2011**

**MEMBERS PRESENT**

Kathleen Yuse  
Sylvia DePalma  
Ursula DeMartino  
Eileen DeMayo  
Patricia MacDonald  
Sue Stacey

**MEMBERS ABSENT**

Cathy Burgard  
Norma Mohler  
Maria Bronson

**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 7:00 pm.
2. **Approval of Minutes:** Minutes from the May meeting were reviewed. Sylvia DePalma made a motion to accept the minutes as presented. Ursula DeMartino seconded the motion. The motion carried unanimously.
3. **Correspondence:** Karen Jensen received a Thank You note from the students at Tuttle School. Eileen Gambini sent a note and a donation for Carolyn's Garden and Pam Ruggiero sent a donation to the library.
4. **Public Comment:** None
5. **Treasurer's Report:** The treasurer's report for May was reviewed. The fiscal year is coming to an end. Patricia MacDonald made a motion to accept the treasurer's report as presented. Sue Stacey seconded the motion. The motion carried unanimously.

6. **Director's Report: Project Update:** There are two Eagle Scouts working on projects and one of them has begun work. **Bibliomation:** Bibliomation is now up and running. Other libraries are coming on line and interlibrary requests are now coming in. Bibliomation has installed several new programs, one is a print/time management program which helps with allowing patrons time on the computer and decreases wasteful printing. It was suggested that 30 minutes usage time is not enough time to search, prepare documents etc. It has been recommended that 60 minutes usage time would be more reasonable. **Art Exhibits:** Cathy McGarry is working with Karen Jensen to set up new art exhibits. **Summer Reading Programs:** Both adult and child reading programs are set to start in July. **Monthly Statistics:** Karen Jensen reported that the circulation numbers are still down.
7. **Committee Reports:** None.
8. **Old Business: Garage Renovation:** The Garage Renovation project is on the Town Council agenda for the July 5<sup>th</sup> meeting. The public hearing for this project will be held before the regular scheduled meeting.
9. **New Business:** The library now has a fax machine. The public has been using it on a daily basis. Karen Jensen created a policy for using the fax machine, which includes a list of the fees. The policy was handed out for review. Karen Jensen also revised the current Internet Usage Policy to change the usage time to 60 minutes. After a brief discussion Kathleen Yuse made a motion to accept the new Fax Machine Policy as presented and to change the Internet Usage Policy to read 60 minutes instead of 30 minutes. Ursula DeMartino seconded the motion. The motion carried unanimously.
10. **Other:**
11. **Adjournment:** Eileen DeMayo adjourned the meeting at 7:30 pm. The meeting was adjourned until July 21<sup>st</sup> 2011.

Respectfully Submitted

Lucille A Huelin, Board Clerk