

**AGENDA**  
**EAST HAVEN PUBLIC LIBRARY, INC.**  
**(HAGAMAN MEMORIAL LIBRARY)**  
**BOARD OF TRUSTEES MEETING**  
**JANUARY 20, 2022, 7:00 PM IN THE DEMAYO ROOM**

**AGENDA ITEMS**

1. Call to Order
2. Approval of Minutes: Special Library Board Meeting of Trustee, December 2, 2021
3. Special Agenda Items: Michelle Bacha, Accountant & Certified ProAdvisor for QuickBooks, Helming & Company Presentation on the Library's Form 990, Federal Income Tax Return for an Tax Exempt Organization for 2020 (FY 2020-21)
4. Public Comment
5. Treasurer's Report: December of 2021: Financial Report, Statement of Activity, Town Report, Hagaman Account Summary, Raymond James Account Summary, and Invested Funds Report for October – December of 2021
6. Director's Report:
  - a. Monthly Statistics – November and December of 2021
  - b. Project Updates
7. Committee Reports
  - a. Executive Committee
  - b. Building Committee
  - c. Fundraising Committee
  - d. Camarota Estate Subcommittee
8. Old Business:
  - a. Capital Improvement Budget for FY 2019-2020 and for FY 2019-2020 to FY 2023-2024
  - b. Closing of the Library Due to the Coronavirus: (1) Decide How To Pay Library Staff Wages and Benefits during the Closing, and (2) Have a Plan, or Guidelines, in Place to Handle the Future Impact of the Coronavirus
  - c. Paycheck Protection Program from the Small Business Association under Section 7(a) of the Small Business Act Due to the Coronavirus Aid, Relief, and Economic Act (CARES ACT)
  - d. Library Applying for Employee Retention Credit under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
  - e. Dissolve the A.J. Berman Memorial Fund To Be Used for the Emergency Repair of the Roof Project
  - f. Library's American Rescue Plan Act Grant Application to the Connecticut State Library

- g. Approve Accepting Credit Card Payment in the Library's Online Catalog (Via Bibliomation's Evergreen Automated System) Using a Service called Stripe
  - h. Revision to Section 5, On the Job, to the Hagaman Memorial Library Employee Handbook
  - i. 100th Anniversary of Incorporation Special Event
- 9. New Business
  - a. Appoint Nominating Committee to Present Slate of Library Officers for Election for the February 17, 2022 Library Board Meeting
  - b. Library's FY 2022-23 Budget Proposal to the Town of East Haven
  - c. Revision to Section 4: Time Away from Work and Other Benefits, for the Family Medical Leave Act
- 10. Executive Session: Personnel Matter
- 11. Adjournment

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk