

**AGENDA
EAST HAVEN PUBLIC LIBRARY, INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEES MEETING
MARCH 18, 2021 AT 7:00 PM
MEETING HELD REMOTELY VIA WEBEX**

TO RESIDENTS AND TAXPAYER OF THE TOWN OF EAST HAVEN AND OTHER INTERESTED PARTIES:

Due to Governor Ned Lamont's March 10, 2020 declaration of a public health emergency and civil preparedness emergency and his subsequently issued Executive Orders 7B and 7D; and, due to the spread of the Coronavirus Disease in the State of Connecticut including New Haven County, in-person public access to this meeting will not be permitted. This will be a 100% electronic meeting.

The public can access and participate in the 7:00 PM Public Hearing from a computer, tablet, or smartphone:

Join By Meeting Link:

<https://easthavenpubliclibrary.my.webex.com/easthavenpubliclibrary.my/j.php?MTID=m1db7d5c8c1399cdad4d502acb6b4b82f>

Password: hmlbdtg

Meeting number: 132 318 0391

Join By Phone:

+1-408-418-9388 United States Toll

+1-646-992-2010 United States Toll (New York City)

Access code: 132 318 0391

AGENDA ITEMS

1. Call to Order
2. Approval of Minutes: Library Board of Trustees Meeting of February 18, 2021
3. Special Agenda Items: Tony Monaco, Clear Channel Telecom, on Removing the Old AT & T Spirit Telephone System and Replace It with a Refurbished Partner Avaya Telephone System

4. Correspondence
5. Public Comment
6. Treasurer's Report: Month of February of 2020: Financial Report, Town Report, Activity Report P&L, and Haganan Fund Statement
Director's Report:
 - a. Monthly Statistics – February 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. Amending the Library's Bylaws
 - e. Possibility of Provisions for a Library Van Once a Week Traveling in East Haven Community to Designated Stops.
 - f. Approve Installation of New Telephone System
 - g. Library's FY 2021-22 Budget Proposal to the Town of East Haven
 - h. Formal Acceptance of Raymond James as the Library's Fund Manager of the Edna Camarota Estate Bequest (This would include any discussion and explanation of any Raymond James forms, discussion on any changes to the Library's By-laws that the Board deems necessary in regards to the account, and discussion on proposals assigning names/positions to the account documents). From the Special Board Meeting in December 2020
 - i. Assessment Tool for Connecticut Library Boards
 - j. Approve Quote for Annual Heating Ventilation and Air Conditioning Maintenance Contract

9. New Business
 - a. Nominate and Appoint Library Officers for March 2021 – February 2022
 - b. Review of the Membership of Subcommittees and Make New Appointments to Subcommittees as Needed
 - c. Guidelines on Library Trustees Engaging Library Employees
10. Executive Session: None
11. Adjournment

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk