

EAST HAVEN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
FEBRUARY 21, 2013

MEMBERS PRESENT

Carol Scussel
Sylvia DePalma
Kathleen Yuse
Michael Enders
Stephen Haddon

MEMBERS ABSENT

Eileen DeMayo
Cathy Burgard
Lori Musco
Maria Bronson

ALSO PRESENT

Cynthia Gwiazda, Interim Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

Cynthia Gwiazda welcomed our two new Board Members, Michael Enders and Lori Musco

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:15 p.m.
2. **Approval of Minutes:** The minutes from the January meeting were reviewed. Cynthia Gwiazda noted an error in the Director's report regarding the Latino Community Outreach Program. It was stated in error that Quinnipiac University was running the program. Gateway Community College is actually running the program. Kathleen Yuse made the motion to accept the minutes with the correction. Carol Scussel seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Treasurer's report was reviewed. Stephen Haddon made a motion to accept the report as presented. Michael Enders seconded the motion. The motion carried unanimously.

6. **Director's Report:** **Budget:** Cynthia Gwiazda reported that the budget for 2013-2014 was submitted to the Mayor on February 4th. The library is scheduled to go before the Finance Commission on March 7th. Cynthia is still working with Karen Jensen on details for the budget and how to present arguments in favor of the budget. Sylvia DePalma & Stephen Haddon will go with Cynthia to this hearing. **501C3:** Cynthia Gwiazda has received a letter from the IRS stating that they have received the application and will send a notice of where the Library stands within 90 days. **Memorial Concert:** A concert in honor of Judge DeMayo will be held on April 27th, at 2:00 p.m. **College 101:** This program is scheduled for March 6th, and will be presented by Elizabeth Vega for Gateway Community College. This program is being promoted through out the high school by the Guidance Counselors and by the media outlets. **Plaque:** Cynthia got a quote for \$179.00 for the plaque for Mary Elizabeth McHardy. This is for an 8" x 6" size plaque. **Projects:** Cynthia met with Bob Parente from Public Works and did a walk through of the library. There is an issue with the roof leaking and water damage. Sherwood Roofing and Renovation Company was called since they installed the roof. It is no longer under warranty. Stephen Haddon agreed to talk to Art DeSorbo to get approval for the town to cover the cost of having Sherwood Roofing come in and fix the problem. There was some damage to a window in the lady's room and there have been problems with the furnace, some of the valves on the circulator have not been working. Bob Parente has contacted the George Ellis Company and is working on fixing the problem. **Wireless:** Chris Distasio is supposed to come soon to finish installing this system. **Other:** Both the Children's Librarian and the Reference Librarian are working on several programs to be presented in the next few months. **Monthly Statistics:** The monthly stats were reviewed; there is very little change over this same period last year.
7. **Committee Reports:** **Director's search:** Stephen Haddon gave a report on what has been happening for the search for the next Director. About 14 applications have been received, the committee has selected six candidates and the first round of interviews will begin on March 3rd.

8. **Old Business:** None
9. **New Business:** Election of Officers, Stephen Haddon and Carol Scussel will be the nomination committee and will present a new slate of Officers at the March meeting.
10. **Other:** Cynthia Gwiazda ask for approval to order the plaque for Mary McHardy. Sylvia DePalma made a motion to approve the plaque for Mary McHardy, cost approx. \$179.00 the money to come out of the building fund for the DeMayo Community Room. Kathleen Yuse seconded the motion. The motion carried unanimously. Sylvia DePalma reported that Maria Bronson will be resigning from the Library Board as she will be moving out of town.
11. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:30 p.m. The meeting was adjourned until March 21st.

Respectfully submitted,

Lucille Huelin, Board Clerk