

EAST HAVEN MEMORIAL LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
MAY 16<sup>TH</sup>, 2013

**MEMBERS PRESENT**

Stephen Haddon  
Michael Enders  
Maria Bronson  
Eileen DeMayo  
Sylvia DePalma

**MEMBERS ABSENT**

Cathy Burgard  
Kathleen Yuse  
Carol Scussel  
Lori Musco

**ALSO PRESENT**

Darleen Hood, Interim Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:16 p.m.
2. **Approval of Minutes:** The minutes from the April meeting were reviewed. Sylvia DePalma made a motion to accept the minutes as presented. Maria Bronson seconded the motion. The motion carried unanimously.
3. **Correspondence:** Stephen Haddon read two e-mails that he had received from Bruce George. Bruce notified Stephen that he had been in town and had taken an apartment on a short term basis until he can find something permanent. He would like to meet and speak with Judy Celone regarding the library's finances. He plans to be here for the June 20<sup>th</sup> board meeting and will be moving on June 24<sup>th</sup>.
4. **Public Comment:** None
5. **Treasurer's Report:** The April report was reviewed. Sylvia DePalma noted that the Telephone Account has a zero balance. Judy Celone explained that in November there had been a jump in the bill of about \$70.00 per month. After a brief discussion and a review of some of the bills, it was agreed that Maria Bronson will contact AT & T and check into the costs of the phone service to the Library. Sylvia DePalma made the motion to accept the treasurer's report as presented. Michael Enders seconded the motion. The motion carried unanimously.
6. **Director's Report:**
  - **Monthly Statistics:** The monthly statistics for April were reviewed.
  - **501C3 Status:** The Library received a notice from Bank of America regarding the library's 501C3 status. The bank needs to know what the library's status is. Darleen had some information from the IRS and after a brief discussion Maria Bronson agreed to call the IRS and try to find out whether or not the Library had been granted the 501C3 status.

- **Hagaman Funds for 2013/2014:** Judy Celone has received a statement from the bank regarding the distribution of funds for 2013/2014. The library will be getting approximately \$40,000 which is down from last year. This money will go into the books line item account.
- **Wireless status:** The Town IT person was called in and got the computers running again. The computers in the front of the library can't be used by the patrons at this time, even though they are running and have wireless there is no login prompts and no disclaimers. The library has one license for the wireless, but needs a second license for the computers in the front, which could total about \$1000.00 for the license and installation. After some discussion on the issue it was agreed that each department in the next month will put together a list of bills that still need to be covered. The board will review this list at the June meeting and it will be decided where money can be moved from to pay for the telephone bills and maybe cover another license for the wireless.
- **Door Lock:** The lock on the door between the children's room and the DeMayo community room is still not fixed and the company is supposed to come on the 18<sup>th</sup>.
- **Other:** Darleen Hood also reported that one of the staff fell in the parking lot, she was hurt, but should be fine. Injury forms and workman's comp forms were completed and the town was notified. On May 15<sup>th</sup> hateful graffiti was discovered on the outside of the building. Darleen called the police and a report was filed, and public works came out and removed it that same day. There are several other issues Darleen says should be addressed. There have been a number of book and DVD thefts, security in and outside the building needs to be looked at. Sasha, the children's' librarian would like to change the way the library handles the free passes they have to museums. She has checked with other libraries in the area to see how they use them.

7. **Committee Reports:** None

8. **Old Business: New Director:** Bruce George has been hired as the new Library Director. He will start no later than July 1, 2013. Stephen Haddon will notify the administration that a new director was hired. Judy Celone will contact Sharon Costello regarding the paperwork that needs to be completed for medical insurance and other items.

9. **New Business:** Judy received paperwork from the Hartford Insurance Co. regarding bonding of personal for the library. Judy sent it to the town finance department.

10. **Other:** None

11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:25pm. The meeting was adjourned until June 20<sup>th</sup>.

Respectfully Submitted,

Lucille Huelin, Board Clerk

