

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
AUGUST 27, 2013**

MEMBERS PRESENT

Sylvia DePalma
Carol Scussel
Stephen Haddon
Michael Enders
Eileen DeMayo

MEMBERS ABSENT

Cathy Burgard
Kathleen Yuse
Lori Musco

Also Present

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk
John Steinberg – ADP Associate District Manager

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:15 PM.

2. **Presentation:** John Steinberg from ADP presented a proposal for a new payroll system. This will be a new computerized system that will handle payroll, reports, state unemployment insurance issues, library handbook and other needs for the library regarding our payroll. After a brief discussion and questions to John, Stephen Haddon made a motion to accept the ADP proposal and to switch the library's payroll system over to ADP as of September 13th, 2013. Sylvia DePalma seconded the motion. The motion carried unanimously. John will meet with Judy Celone on Friday to start the process of switching to ADP.

3. **Photocopier Contract:** Bruce George made a presentation regarding his research for a new copier. After having compared 4 to 5 different companies, Bruce recommended that the Library sign a contract with Prism. The current lease cost \$380.00 per month for one copier, Prism's lease will be for \$293.00 per month for a 5 year lease for two copiers. They will buy out the lease on the old copier and send it back to the company. Bruce George feel the benefits included this contract could save the library about \$1500.00 a year.

Bruce did state that before this contract is signed it should be given to the town attorney for review. Sylvia DePalma made a motion to accept the Prism proposal for leasing 2 new copiers, with a 5 year lease, pending the approval of the town attorney. Carol Scussel seconded the motion. The motion carried unanimously.

4. **Adjournment:** Eileen DeMayo adjourned the meeting at 7:45 PM. The meeting was adjourned until September 19th.

Respectfully Submitted,

Lucille Huelin, Board Clerk