

**HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
OCTOBER 17<sup>th</sup> 2013**

**MEMBERS PRESENT**

Cathy Burgard  
Eileen DeMayo  
Sylvia DePalma  
Michael Enders  
Stephen Haddon

**MEMBERS ABSENT**

Kathleen Yuse  
Carol Scussel  
Palma Ruggerio  
Noah Cifarelli

**ALSO PRESENT**

Bruce George, Director  
Judy Celone, Treasurer

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:15 pm.
2. **Approval of Minutes:** The September meeting minutes were reviewed. Sylvia DePalma made a motion to accept the minutes as presented. Stephen Haddon seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public comment:** None
5. **Treasurer's Report:** Treasurer Judy Cellone presented the Treasurer's Report. Cathy Burgard moved to approve and Sylvia DePalma seconded. Motion carried. Judy also reported on the balance in our invested fund account and recommended that the Board begin rebuilding it as soon as possible.
6. **Director's Report:**

**Statistics and programming:** Bruce reviewed both statistics and programming. He noted that both adult and children's programs have been very well attended especially the WWII discussion group and the piano concert held on September 26<sup>th</sup>. Children's program attendance has also been excellent, surpassing last year's totals. Fawn, Cynthia, Sacha and Sarah have been meeting with other local agencies to continue to provide enriching programs for the East Haven community.

**Project updates:**

**501c3 Status:** Bruce is continuing to work with Helming and Co. and the CT Department of Taxation to straighten out our 501c3 status.

**Landscaping:** The landscaping outside the DeMayo room has been completed.

**Bibliomation Annual Budget-Operating Assessment:** Bruce is currently communicating with Bibliomation concerning an error in the calculation of employee hours. If this matter can be corrected, it would result in a reduction to our 2014-2015 assessment.

**Photocopiers:** Bruce reported that he has received a check in the amount of \$1140 from the buyout of the photocopier lease. Two new photocopiers, one for staff and one for patrons were installed on September 26<sup>th</sup>.

**Internet connection:** Bruce is continuing to explore the best means of improving our Internet connection. Due to the high cost of installation, he has decided not to go forward with Comcast. He has been in touch with ATT and asked for Board approval to go forward with a plan to have them install a new line with an RLAN connection from the CT Dept of Education if the monthly charge to the library does not exceed 115 dollars per month. Stephen Haddon moved to approve the request and Michael Enders seconded. The motion carried.

**New public access computers:** Bruce asked for approval to sign an agreement with Dell to lease 15 public access computers for a three year period at the cost of \$9,754.50. Cathy Burgard moved to authorize Bruce to proceed with the lease agreement and Sylvia DePalma seconded. Motion carried

**Thin client option:** Bruce has been in communication with Bibliomation about the use of thin clients. Their New Services committee has put the matter of considering thin clients for Bibliomation member libraries on their agenda for the December 4, 2013 meeting. Bruce will be attending the December this meeting.

**Security and Anti-theft Systems:** Bruce has spoken with Sgt. Mulhern from the EHPD about the security issues at the Library. Sgt. Mulhern recommended moving the DVD collection to an area nearer to the circulation desk. Darlene and Sarah were instrumental in effecting this relocation. Bruce will be meeting with Sgt. Mulhern for a security assessment of the library building, which among other things will look at surveillance cameras and a security detection system. Eileen DeMayo will also attend the meeting as a representative of the Board.

**Friends of the Library:** The Friends will hold a Military Whist party on October 18<sup>th</sup> at 6:30pm as a fundraiser. Tickets will be \$8.00.

**Staff Training Day:** The staff will attend a special training session from 9:00am to 11:30am on Tuesday, October 22. The Library will be closed at that time.

**7. Committee Reports:** None

**8. Old Business:** None

9. **New Business:**

**10. Other:** Bruce is continuing to work to make the Library ADA compliant. Stephen Haddon reported that he has met with the Urban Renewal Committee and thinks that we may be able to utilize their consultant to obtain additional funding.

**Adjournment:** Eileen DeMayo adjourned the meeting at 7:55pm. The next meeting will be held on November 21<sup>st</sup>.

Respectfully submitted  
Cathy Burgard, Secretary