

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES NOVEMBER 21, 2013

MEMBERS PRESENT

Cathy Burgard
Sylvia DePalma
Michael Enders
Stephen Haddon
Noah Cifarelli

MEMBERS ABSENT

Kathleen Yuse
Eileen DeMayo
Carol Scussel
Katherine Carmen

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Carl Helming, Heliming & Company
Lucille Huelin, Board Clerk
Fawn Gillespie, Darleen Hood, Sasha Gardiner & Cynthia Gwiazda – Staff

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:10 pm.
2. **Approval of Minutes:** The minutes from the October meeting were reviewed. Stephen Haddon made a motion to accept the minutes as presented. Michael Enders seconded the motion. The motion carried unanimously.
3. **Correspondence:** The 990 tax form had been completed and returned to the Library. Bruce George has forwarded it to the IRS.
4. **Carl Helming, Heliming and Company:** Carl Helming gave a brief presentation on our tax status. The application for our not for profit tax status is still pending. It was filed with the IRS in January of 2013 and still waiting to be assigned to a reviewer. Carl stated that he is confident that we will be reinstated as not for profit but he can't be sure how long it will take. He has reviewed our accounts and states that the Library is doing well in the financial area. He would like to see a little more savings. The library needs to file with the IRS each year regarding taxes but will not have to pay taxes due to the not for profit status and because the library is part of the town government.
5. **Public Comment:** None

6. **Treasurer's Report:** The treasurer's report for October was reviewed. Cathy Burgard made a motion to accept the report as presented. Stephen Haddon seconded the motion. The motion carried unanimously.
7. **Director's Report: Monthly Statistics:** The monthly statistics for October were given to each member and reviewed. **Project Updates:** Bruce Tuthill is finalizing Builder's Supply installing the lock system in the DeMayo room. **Internet:** The Library had some problems with the internet lines failing on October 31st. The library was without internet for several days. Internet service has been restored and AT & T and Bibliomation will be working to upgrade the internet lines and systems. The cost will actually be less than anticipated. Bruce George is also working to upgrade the wiring and cable lines used throughout the library for the computers and phones and public wi-fi. Wires, cables and switches will be replaced slowly over a period of time. It was also noted during this time that AT & T has been over charging the library for internet speed service that we have not been receiving. They will credit the library for this over charge and they will upgrade the system to the new speed.
8. **Committee Report:** None
9. **Old Business: Security Systems:** Celeste Krah, cataloger and Technical Service Librarian has done an inventory of books from 1/1/3 to 10/31/13. The results showed that 90 new books and 24 new large print books are missing. The cost is approximately \$2,000.00 Bruce George has been reworking the security needs for the library. Sgt Mullhern from East Haven PD worked with Chris Hemingway to create a plan for using 16 cameras and placement of those cameras. Bruce also stated that leasing instead of buying a system may be a better option. This way the equipment can always be upgraded with little expense. Bruce is going to request new quotes from several companies based on these findings and will bring this back to the board in January. **Down stairs printers:** current copier located downstairs and used by the public needs to be replaced. Bruce George presented a proposal and recommended leasing a Xerox copier. This would be a five year lease. After a brief discussion Stephen Haddon made a motion to lease the copier from Xerox with some of the cost being covered by Sasha's Children's Library Fund. Cathy Burgard seconded the motion. The motion carried unanimously.

10. **New Business; Annual HVAC Contract:** Bruce George has spoken several times to the town public works dept. and the town engineer and has not been able to set up any type of maintenance program for the heating and air conditioning units. It is to the benefit of the library to have them maintained so they work properly. To this end Bruce has gotten quotes from three companies and would like the board to approve one of the contracts with a cost of about \$6,000.00 per year. The board members had a brief discussion and all agreed the library needed a maintenance contract and that the town should be responsible. It was agreed to have Stephen Haddon go to the Town Hall on November 22nd and set up a meeting with the Mayor or other authorized person to discuss the library's needs in this matter. This item was tabled until January 16th. **Staff Christmas Party:** The annual Christmas Party will be held on December 9th at Pompeo's Restaurant in Branford. The Board usually donate funds for this party. Bruce George asked the Board for a donation of \$536.00. Cathy Burgard made a motion to give \$536.00 toward the staff holiday party. Noah Cifarelli seconded the motion the motion carried unanimously. **Notary Public:** Bruce George asked the Board to approve funds of \$120.00 for Christopher Hemingway's application to become a Notary Public for the library. Stephen Haddon made a motion to approve the payment of \$120.00 for the Notary Public application for Christopher Hemingway. The idea of whether or not the Library should charge for this service was discussed. The Town Hall notaries do charge a fee of \$5.00 per notarization. After a brief discussion Cathy Burgard made a motion to have the library charge \$3.00 for each notary. Noah seconded the motion. The motion carried. **Carolyn's Garden:** Bruce George asked the board to approve a donation from Frank Andrews who is Carolyn's brother. This donation would be used to support the maintenance of the garden only. Right now Doris Rohde is a volunteer who takes care of the garden, using her own funds to do it. This donation would reimburse her for these cost. Bruce will come up with a better plan for taking care of the garden by the spring. The Board approved the use of this \$300.00 to be used for the garden. **2014 Meeting Schedule:** A schedule for next year's meetings was given out and reviewed. Stephen Haddon made a motion to accept the schedule and Michael Enders seconded the motion. The motion carried.

11. **Other:** Judy Celone noted that the credit card for the library should arrive shortly and that Judy would pay by check for the down payment for the Christmas party and the rest of the cost would be put on the credit card.
12. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:30 pm. The meeting was adjourned until January 16th, 2014.

Respectfully Submitted,

Lucille Huelin, Board Clerk