

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 16, 2014**

MEMBERS PRESENT

Sylvia DePalma
Kathleen Yuse
Michael Enders
Eileen DeMayo
Stephen Haddon
Katherine Klarman

MEMBERS ABSENT

Cathy Burgard
Carol Scussel
Noah Cifarelli

Also Present

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:09 pm.
2. **Approval of Minutes:** The minutes from the November & December 2013 meetings were reviewed. Sylvia DePalma made a motion to accept the minutes as presented. Michael Enders seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The monthly reports for November & December were reviewed. Sylvia DePalma questioned some of the accounts that are almost cleared, such as the Telephone account. Judy Celone explained this was due to an increase in the cost of service from AT & T for the internet lines. There are a few accounts that are underspent at this time so funds can be transferred from these accounts to cover others. The Quarterly Investment Funds were reviewed. Sylvia DePalma made a motion to accept the treasurer's report as presented. Michael Enders seconded the motion. The motion carried unanimously.
6. **Directors' Report: Monthly Statistics:** The circulation for November and December was down over the same period last year. This was due to the bad weather during the month. **Library Services:** There are many new programs planned for the coming months including a History of East Haven program and a citizenship class and a history program on Mr. Hagaman featuring some of his

collections. **New Computers:** The new leased computers were installed with the help of Bibliomation and all seem to be working well, the copier for the down stairs public assess computer has been installed and is working well. **Panic Alarms:** Associated Security has installed panic alarms at each circulation desk. Some issues arose with the installation but everything is working well now. **Locks:** After much work the installation of the security locks for the community room should take place some time in February. **Donation:** Carolyn's Garden has received a donation of \$250.00 from Carolyn's brother.

7. **Committee Reports:** None

8. **Old Business: Security Systems:** Bruce George has been doing research on both a security system for Books and DVD's and a camera security system for the building both inside and out. He presented quotes from 4 different companies for the books and dvd's and the quotes were for two systems each. He is looking at EM system and RFID system. Bruce recommends either DemCo or MK Sorting. After much discussion it was agreed that Bruce would look further into those two companies and come back next month with proposals that can be voted on. He also recommends Land & Sea Security from Milford for Security cameras. Bruce stated that the cost for these systems are expensive but they are investments for the library and these systems provide more protection for the staff, for the materials and for the building itself.

9. **New Business:** Judy Celone spoke about the invested funds that had been used to create the community room and the need to bring in funds for the future. She suggested that the Board start to think about fundraising, such as sending out letters to the community asking for donations. Stephen Haddon suggested using the vendor list the town has. This will be discussed further.

10. **Other:** None

11. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:08 pm. The meeting was adjourned until February 20th

Respectfully Submitted,

Lucille Huelin, Board Clerk