

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JUNE 19, 2014

MEMBERS PRESENT

Michael Enders
Lorena Venegas
Eileen DeMayo
Katy Klarman
Noah Cifarelli

MEMBERS ABSENT

Sylvia DePalma
Carol Scussel
Stephen Haddon

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk
William Pfaff and Bob Rosit, Pfaff Architecture
Cynthia Gwizada, Fawn Gillespie, Darleen Hood, Elaine Sammaro, Sasha Garner, and Chris Hemmingway – Staff members
Brian Savo, Mike Tufano and Candy Criscuolo – ADA Commission

1. Call to Order: Meeting was called to order by Katy Klarman at 7:04 pm.
2. Approval of Minutes: The library minutes from May were reviewed. Motion #1 see attached.
3. Special Agenda Items: A) Pfaff Architecture: William Pfaff and Bob Rosit made a brief presentation regarding making the elevator and the old community room ADA compliant. Candy Criscuolo asked some questions on where the money was going to come from for the study, would it be part of the grant money? She also stated that it would be a long detailed process to apply for grants. Katy Klarman stated that the study would be needed for the grant application. The firm said this was correct and it would take about six weeks for the study. Brian Savo stated that a lot of questions needed to be answered before grants could be gotten but he believed making the library ADA compliant was a good thing and that the commission would be willing to work with the library to get this done. Noah Cifarelli suggested that some research be done to see what other

libraries in the area have done regarding construction and grants. Lorena Venegas proposed a subcommittee be started to do this research. This was agreed to, but they would wait until next month to get more members involved. B) Hagaman Library Staff: Fawn Gillespie, Sasha Garner and Elaine Sammaro all spoke to the board regarding the insurance co-pays and about not having pay raises. They all spoke very well and stated simply what they wished the board could do for them to make things better. Katy Klarman spoke briefly on the insurance that she and Bruce George had spoken about and agreed to check on some questions that Cindy Gwizada had. Katy also made clear that this issue would continue to be worked on and that this coverage was for this year and is not set in stone for the future.

4. Correspondence: Bruce George received a thank you note from Eileen DeMayo.
5. Public Comment: All comments made under item #3.
6. Treasurer's Report: Treasurer's Report for May was reviewed. Motion #2 see attached.
7. Director's Report: A) The monthly statistics for May were reviewed. Book circulation is down slightly, but overall circulation has increased. This is due in part to the many successful programs run by Sasha, Fawn and Cindy. B) The town is working on some problems with the air conditioning unit. The town wants to have new wiring run into the furnace room so a computer monitor for the heating and air conditioning unit can be installed. Bruce is working on this and wants the town to share the cost, since this should have been done when the unit was installed. C). Bruce George asked the board's permission to give out some financial information to Atty. Kolb who is doing some research on the Hagaman Fund. Permission was given.
8. Committee Reports: None
9. Old Business: A) 2014-2015 Budget Request: This process is finished and the budget has been set. B) Health Insurance Costs: The finance board approved the transfer of funds to cover the current year cost. A new health insurance policy has been accepted, with a tiered cost share by the staff set in place for the 2014-2015 budget year. This will continue to be looked at to see if changes can be made next year. C) Since the IRS issue and the accounting reports

to the town have been settled, hiring an accounting firm for the library does not seem to be necessary at this time, this request has been withdrawn. Judy Celone asked if Helming will continue to do the 990 form? Yes they will continue filing the 990 for the Library. D) The job description for the P/T Library Aide was discussed and approved. Motion #3 see attached. E) Due to the changes that have been made by the staff to collect overdue books. Bruce is satisfied and feels the library doesn't need to hire this Materials Recovery Co at this time. This request have been withdrawn. F) Parking lot repairs: Bruce has sent a request has not heard back yet. G) Five Year Plan: still a work in progress. H) IRS status: All the paperwork has been submitted and the application has been assigned and it should be settled soon. I) Noah Cifarelli and Michael Enders will be the committee to review the employee's handbook. The last review was in 2009. Bruce will give copies to Noah and Michael. J) Network Upgrade: Still being worked on. K) U-verse Line: still being worked on. L) Monthly Expenditure Reports: Judy is sending the reports each month, no comments from Administration.

10. New Business: ADA Compliance: After a brief discussion the board agreed to continue working on this issue. First steps will be to get the IRS Exempt Status back in place and Bruce George is looking in to getting the library put on the Historical Registry. A letter will go to the town telling them that the library is applying for Historical Status. The Board will revisit the architecture plan after this is done and before applying for grants. B) Library Specialist job description: This is still be worked on. C) Monies from some of the accounts that has not been spend by the end of the fiscal year will be used for the tracing of the cable network.
11. Other: None
12. Executive Session: The Board adjourned the regular meeting at 8:30 pm to go into executive session to discuss a personal matter. The Board resumed the regular meeting at 8:45pm.
13. Adjournment: Katy Klarman adjourned the meeting at 8:46 pm. The meeting was adjourned until July 17, 2014.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions Made – June 19, 2014 Meeting

Motion #1. A motion was made by Eileen DeMayo to accept the May minutes as presented. Noah Cifarelli seconded the motion. The motion carried unanimously.

Motion #2. A motion was made by Lorena Venegas to accept the Treasurer's Report as presented. Noah Cifarelli seconded the motion. The motion carried unanimously.

Motion #3. A motion was made by Lorena Venegas to accept the job description changes for the P/T Library Aide. Noah Cifarelli seconded the motion. The motion carried unanimously.