

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JULY 17, 2014**

MEMBERS PRESENT

Michael Enders
Carol Scussel
Lorena Venegas
Noah Cifarelli
Katy Klarman
Sylvia DePalma

MEMBERS ABSENT

Stephen Haddon
Eileen DeMayo

ALSO PRESENT

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

1. **Call to Order:** The meeting was called to order by Sylvia DePalma at 7:15 pm.
2. **Approval of Minutes:** The minutes from the June meeting were reviewed. Bruce George had three corrections. Under item #9, D) the title for the P/T Library Aide should be Part Time Library Specialist and Teen Advisor Group Librarian, F) parking lot repairs, new signs were put in place to keep people from parking in the book deposit space. Under item # 10 the Library Specialist job title should be Full Time Library Specialist and Librarian with Specific Responsibilities. **Motion #1 see attached.**
3. **Special Agenda Item:** This item was withdrawn.
4. **Correspondence:** Bruce George had received several letters and e-mails. Two letters from the IRS, a letter from U.S. Trust Bank of America, the Minutes from the Board of Finance meeting, a letter from Frank Andrews, an e-mail from Dana Proto and a letter from Kathleen Forkin. All items on file in the Town Clerk's office.
5. **Public Comment:** None
6. **Treasurer's Report:** The June report for the end of the fiscal year was reviewed. There was some discussion on the expenditures that had been made and those that will be made. Katy Klarman and Bruce George will meet with Mr. Rizza to discuss the use of extra funds from one or two accounts. **Motion #2 see attached.**

7. **Director's Report: Monthly Statistics:** The monthly statistics were reviewed. Bruce George noted that circulation was up by 4%, there was a 13% increase in the use of computers and the programs, both adult and children's, have been very successful and have had a lot of participation. **Elevator:** The elevator is not working. There is a problem with the hydraulic valve assembly and the mechanical safety edge on the door. This last issue is a safety issue for anyone using the elevator. The repair estimates have been given to the town, the cost will be \$16,651.00. The town has not made a decision yet on the repairs. **Mission Statement:** Bruce George noted that there are two mission statements for the Library, and older one found in the Library's Materials Selection and the Access Policy, the newer one is in the Library's Strategic Plan. After a brief discussion Lorena Venegas made a motion to have the newest Mission Statement supersede all older statements and should be placed in all current and future materials. **Motion #3 see attached. Sympathy Letter:** Bruce George suggested a brief note of condolence be sent to Ann DeSorbo and family regarding the sudden death of Art DeSorbo. Included would be an old newspaper clipping regarding baseball. The letter will go out signed by Sylvia DePalma, the Board Chairperson.
8. **Committee Reports:** None
9. **Old Business:** a) **Five Year Capital Improvement Plan:** Bruce George and Dawn Gillespie had a meeting with Art DeSorbo to discuss putting the Library on the Historic Registry and to talk about making the Library ADA Compliant. The town will support the historic registry, but Art DeSorbo did have some questions that Bruce was going to get the answers too. Also Art DeSorbo thought there might be some money from the Small Cities Grant to help toward the ADA Compliance goal. With the sudden death of Mr. DeSorbo all this will be on hold for a while. b) **Employee Manuel Committee:** Noah Cifarelli and Michael Enders were given the Employee Manual to review. They will get back to the board. c) **Upgrade with Bibliomation:** This had been previously approved and is being worked on. d) **Second U-Verse Line:** This had also been approved and is being worked on. e) **ADA Compliance Building Study:** Lorena Venegas has been in contact with Robert Hull the Library Director for both the Northford and North Branford Libraries. She is doing research on the type of elevators that are available and what other Libraries are doing. She would like to invite Robert Hull to talk to the board and visit the Library. There may be some state money

for the elevator. Lorena will continue to research and we must wait for the town to let Bruce George know what is happening with the small cities grant. **f) Chris Hemmingway:** Bruce has been working with Chris Hemmingway to improve his skills as a librarian and to increase his responsibilities. Sylvia DePalma asked about and increase in salary and Bruce at this time there was not talk of that. He wants to wait to see how Chris improves. **g) Extra Funds:** The use of these funds for the network wiring was previous approved but Katy Klarman and Bruce will be talking to Paul Rizza about where to use any extra funds from last year's budget.

10. **New Business:** **a) 2014 – 2015 Budget:** Bruce George suggested this be tabled until next month after the new accounting system is in place. **b) Director's Evaluation:** Since many of the board members are new to the board, Sylvia DePalma suggested that this item be tabled for two or three months to give everyone a chance to get to know each other and the needs of the library better. This item was tabled. **c) Online Accounting System:** This is being worked on and should be in place by next month. **d) Library Staff Compensation:** Katy Klarman and Bruce George have been discussing the issue of compensation for the library staff. They suggested a small bonus to be given this year and the issue of pay increases would be discussed again before next year's budget is due. After a brief discussion a motion was made by Lorena Venegas. **Motion #4 see attached.**

11. **Other:** Sylvia DePalma had been going through some of her paper work regarding the library. She presented two letters by two different Attorneys regarding the library. Bruce will scan these letters into his computer to preserve them. Also Sylvia had found a Management Policy which was given to Michael Enders to be reviewed by the Employee Manual Committee.
12. **Executive Session:** The regular meeting of the board was adjourned at 8:26 pm to go into executive session on a personal matter. The Regular meeting went back in to session at 8:40 pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:42 pm. The meeting was adjourned until 8/21/14

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

Motions Made – July 17, 2014 Meeting

Motion #1. A motion was made by Noah Cifarelli to accept the minutes with the corrections. Lorena Venegas seconded the motion the motion carried unanimously.

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

Motion #3. Lorena Venegas made a motion to have the newest mission statement supersede all older statements and should be placed in all current and future materials. Noah Cifarelli seconded the motion. The motion carried unanimously.

Motion #4. Michael Enders made a motion to approve giving a small monetary bonus to the employees of the East Haven Hagaman Library. Carol Scussel seconded the motion. The motion carried unanimously.