

**HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
SEPTEMBER 18, 2014**

**MEMBERS PRESENT**

Michael Enders  
Sylvia DePalma  
Lorena Venegas  
Katy Klarman  
Stephen Haddon

**MEMBERS ABSENT**

Eileen DeMayo  
Carol Scussel  
Noah Cifarelli

**ALSO PRESENT**

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

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:15pm.
2. **Approval of Minutes:** Bruce George noted a correction to the minutes, under Directors Report, last sentence regarding repairs. Statement should read that repairs to the AC were completed this summer. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Bruce George received six items, both letters and e-mails that were reviewed. There were four letters sent by Bruce George they were also reviewed.
5. **Public Comment:** None
6. **Treasurer's Report:** The August statement was reviewed; Bruce noted a few expense items. **Motion #2, see attached.**
7. **Director's Report: Statistics:** Bruce gave a brief review of the monthly statistics and discussed many of the programs held this summer. **Nationwide Funds:** The names of the board officers need to be updated and a new signature sheet provided. Judy Celone had officers sign the forms and Sylvia DePalma will contact the bank and update other information. **IRS:** The IRS website still has the Library's status as revoked. Bruce George has contacted them and was told the site is updated on the 2<sup>nd</sup> Monday of the month. He will wait until October 14<sup>th</sup> and if it is not corrected then Sylvia DePalma will call the IRS.

**Elevator:** The elevator should be repaired by Sept. 19<sup>th</sup>. **Historic Registry:** Bruce George received a letter from the Mayor regarding putting the library on the Historic Registry. The Mayor will not support this effort and stated his reasons for this. He also stated that the town can get grants for the library. There was a brief discussion. Bruce George will continue to research the questions the board had and suggested a building committee be formed to work with the town to follow the Mayor's suggested that the town can get grants to help the library. **Library Services:** Bruce gave a brief review of the many programs that were held this summer and he commended the staff for the great work they have done and spoke about some of the notes and letters he has received from patrons also recognizing the good works of the staff. He also gave a brief review of the upcoming events being held at the Library and how much the staff is doing to make sure these programs are successful. **Technology:** SystemOne and the IT tech from Bibliomation have been working on the cable wiring for the computers. New data jacks were found and computers were plugged into them to help un-tangle some of the wiring. There are still some problem areas. A computer has been set up and it will soon run TumbleBooks, an online early literacy resource. **Telephone System:** The current phone system is an old one. Bruce wants the board to be aware that a replacement system may be necessary at some time in the future. **Library Building:** Bruce George stated that the library building is constantly in need of maintenance and he has been having a difficult time getting public works in to do the work and repairs needed. Bruce suggested that a building committee be formed to meet once a month to discuss the building problems and to request repairs from the town. After a brief discussion Sylvia DePalma suggested that the board send a letter to the town regarding the lack of response to the library by the public works dept. Lorena Venegas will send that letter. **Correctional Enterprise:** All the furniture that needs repairs has been picked up by this company. Bruce was notified by them that some of the chairs need some reinforcement and that the cost will increase approximately \$500.00. Bruce gave them the approval to go ahead and do the work.

8. **Committee Reports:** Michael Enders has been reviewing the current employees hand book; he has had a difficult time in meeting with Noah Cifarelli, but was planning on seeing him this coming week. If he can't meet with Noah he will still write up a report and have it at the October meeting.
9. **Old Business:** **A) Employee Manual:** see committee report. **B) Network Upgrade:** Discussed in Director's report. **C) ADA/Historic Registry:** Discussed in Director's report. **D) Evaluation:** To be discussed in Executive Session. **E) Staff Compensation:** Bruce will issue checks between September 15<sup>th</sup> and October 15<sup>th</sup>. Katy Klarman stated the need to start a discussion now regarding salary upgrades for the 2015-2016 budget year. Sylvia DePalma asked for current salary information on each staff member and there was a brief discussion about gathering information from other libraries. Judy Celone will get the staff information to the board members. This discussion will continue next month. **F) 990 Form:** This is being worked on. **G) Correctional Enterprises:** discussed in Director's report.
10. **New Business:** **A) Hagaman Memorial Library Plan of Service:** Bruce George did a draft for a plan of service for the library. This plan of service will include the library's mission statement, policies for the library, and it will define the services offered by the library, the departments that handle the services and the staff for each service. It will also include a Strategic Plan and a Fundraising Plan. Bruce will continue to work on this project over the next year with the staff. **B) Bank of America:** The library wants to start using the banks online accounting system so they can get statements quickly. A board member needs to go to the bank to set up the account for the online service. Sylvia DePalma will go with Judy Celone. **C) Chamber of Commerce:** The previous director was a member and attended their monthly meetings. Bruce George does not want to add this to his schedule and there was a brief discussion and it was decided that the library does not need to be represented at the Chamber meetings. **D) Krystal Kleer Water Cooler:** Bruce has been looking into alternate systems to the bottled water system they now use. Bruce asked the board for authorization to enter into a contract with Krystal Kleer if he likes the terms of the contract. There was a brief discussion. **Motion #3, see attached.**

11. **Other:** Sylvia DePalma opened a discussion on non-attendance by board members and the difficulty they are having getting a quorum for the meetings. After some discussion it was agreed that Lorena Venegas will send a letter to the Mayor asking him to fill the vacancy on the board and Sylvia DePalma will make some phone calls to members before the next meeting.
12. **Executive Session:** The regular meeting was adjourned at 8:30 pm so the board could have an executive session to discuss personal matters and the director's evaluation. The regular meeting resumed at 9:30 pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:30 pm. The meeting was adjourned until October 16<sup>th</sup>, 2014.

Respectfully Submitted  
*Lucille Huelin*

Lucille Huelin, Board Clerk

### **Motions made – September 18, 2014 meeting**

1. **Motion #1.** A motion was made by Michael Enders to accept the minutes with the correction. Lorena Venegas seconded the motion. The motion carried unanimously.
2. **Motion #2.** Michael Enders made a motion to accept the Treasurer's Report as presented. Katy Klarman seconded the motion. The motion carried unanimously.
3. **Motion #3.** Katy Klarman made a motion to allow Bruce George to negotiate on behalf of the Library with The Krystal Kleer Watercooler Co. Stephen Haddon seconded the motion. The motion carried unanimously.