

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
OCTOBER 16, 2014

MEMBERS PRESENT

Sylvia DePalma
Lorena Venegas
Katy Klarman
Michael Enders
Stephen Haddon

MEMBERS ABSENT

Carol Scussel
Noah Cifarelli
Eileen DeMayo

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Ronald Whitney, Cengage
Joe Vanacore
Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:30 pm.
2. **Approval of Minutes:** The minutes from the September meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** Ronald Whitney from Gale Cengage Learning, a company that works with schools and libraries to help the use of all libraries stay current in today's world. Ronald Whitney spoke briefly on a program they are currently promoting. The program is bringing people on line to tell stories regarding their experiences with either their school libraries, local library or any other library they may have visited. The Hagaman Library will be encouraging it's patrons to write in and tell a story.

Carl Helming from Helming & Co. P.C. spoke to the Board regarding the tax filing of the 990 form. This has been completed for this year. Carl is aware that the IRS still has the 503c status for the library as revoked. His advice is to have a board member contact the IRS continuously until we get a response as to why this is or the status gets changed. Lorena Venegas will be the Board member to do this. Carl also reviewed the Library's financial status in general. His review was good. Financially the library is doing well. Carl had a

few recommendations for improving the reports on revenue and expenses. His suggestion is to have a more detailed report. He would like to see a better cost breakdown for each department and program. A more detailed report showing the cost of wages, supplies etc. for each program will give the board a better understanding of the distribution of expenses and can help the board with future financial decisions.

4. **Correspondence:** The Library received thank you notes from EH United Inc. and Lisa Clyde Nelsen. Also received were letters from AT&T, Carl Helming and Ronald Whitney. Bruce George also sent letters to Jim Keely and the IRS.
5. **Public Comment:** None
6. **Treasurer's Report:** The September report was reviewed. **Motion #2, see attached.** The Quarterly Invested Funds report was also reviewed. Bruce George noted the quarter was not a very profitable one with a large drop in value of the Hagaman Fund.
7. **Director's Report:** A) **Monthly Statistics:** Bruce reviewed the statistics report, noting that the circulation was about the same as last year. Internet and E-Book usage was up and audio books was down. There were a few less programs in September than last year, but there are many program planned for the fall and winter, the staff is working very hard on bringing in quality programs and attendance is high. B) **Project Updates:** The elevator has been fixed and is working. The public works dept. has been in and done many of the repairs that were requested since August. C) **Internet Problems:** The library has been having slow internet problems. Bruce George has had both Bibliomation and AT & T working on the issue. There is no solution yet. D) **TumbleBooks:** This program is up and running. Tumblebooks is an online early literacy resource for children. This program can be accessed through the library's website. Lorena Venegas has been on the site and used the program with her children and highly recommends it. E) **Community Foundation:** This grant will be available in March, Bruce George will be working on the application. G) **Furniture:** The work on the furniture by Correctional Enterprises has been completed and the furniture will be delivered the week of October 21st.
8. **Committee Reports:** Michael Enders has been working on the employee's manual. In his review of the manual he found several items that need to be updated and has questions on other items. He will be sending the board clerk his recommendations and questions

and they will be sent to the board members for review. Further discussion on the handbook will be held at the November meeting.

9. **Old Business:** A) **Employee Handbook:** see committee reports. B) **Director's Evaluation:** see executive session. C) **Library Staff Compensation:** This has been completed. D) **Form 990:** see special agenda item. E) **Correctional Enterprises:** see director's report. F) **Library Plan of Service:** Bruce George refined the draft and gave copies to the board members. He requested the board approve the final form. **Motion #3, see attached.**
10. **New Business: Hagaman Fund:** The Town auditors have questioned the Hagaman Fund distribution statement for 2013-2014. What the statement says was the distribution amount is not the same as what the library received and the auditors want to know why the different amounts. Bruce George requested one of the members call the bank on this matter because he and Judy Celone are not authorized to talk with the bank on the Hagaman Fund. Sylvia DePalma will contact the bank on this matter and to schedule a meeting with them. She will try for the November meeting.
11. **Other:** None
12. **Executive Session:** The regular meeting of the board was adjourned at 9:15 pm. The Board went into executive session for the Director's Evaluation. The regular board meeting was resumed at 9:45pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:45pm. The meeting was adjourned until November 20, 2014

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

Motions made- October 16, 2014 meeting

1. **Motion #1.** A motion was made by Katy Klarman to accept the minutes as presented. Lorena Venegas seconded the motion. The motion carried unanimously.
2. **Motion #2.** A motion was made by Stephen Haddon to accept the Treasurer's Report as presented. Katy Klarman seconded the motion. The motion carried unanimously.
3. **Motion #3.** A motion was made by Katy Klarman to approve the Hagaman Memorial Library Plan. Michael Enders seconded the motion. The motion carried unanimously.