

**HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
NOVEMBER 20, 2014**

MEMBERS PRESENT

Sylvia DePalma
Noah Cifarelli
Lorena Venegas
Katy Klarman
Michael Enders
Stephen Haddon
Carol Scussel
Ronald Whitney

MEMBERS ABSENT

Eileen DeMayo

ALSO PRESENT

Bruce George, Library Director
Sandra Reif, Portfolio Strategist, Hagaman Fund
Josephine Garofalo, Philanthropic Officer, Bank of America
Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:11p.m.
2. **Approval of Minutes:** The minutes from the October meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** Presentation on Hagaman Fund. Josephine Garofalo spoke briefly addressing a question the town asked regarding the distribution of the Hagaman Fund. A sheet explaining the fund distribution was handed out. Sandra Reif spoke about the fund itself and how it is invested.
4. **Correspondence:** Bruce George received a letter and e-mail regarding the IRS Status of the library on its website and one letter regarding the 5500 form that has not been filed with the IRS. He also received a letter from Helming & Co. and a notice from the probate court regarding the Hagaman fund as well as two notes from staff members.
5. **Public Comment:** None
6. **Treasurer's Report:** The Treasurer's report for October was reviewed and so was the town report. **Motion #2, see attached.**

7. **Director's Report:** **A) Monthly Statistics:** Bruce George reviewed the monthly statistics noting an increased in most areas over the same period last year. The Tumblebooks program has gotten off to a good start, there were 146 books read. In addition 85 more programs were offered this year over last year. **B) My Library Story:** Cindy Gwizada's story has been posted to the Cengage website. Ronald Whitney reported that they have a few stories posted and East Haven has a good representation. Bruce George has spoken to Bibliomation regarding this program and they said they would promote it also. **C) Annual Survey:** Bruce George has submitted to the State Library the annual survey which provides data on the operation and finances of the Library to the state. Bruce has produced an annual report to the community which he submitted to the board members for approval, he would like to have some quotes from the board members to add to the brochure before making it public. Board members can talk with Bruce or e-mail by Wednesday, November 26th. The Board approved the brochure. **D) Helming and Co.:** Helming and Co. has given the library a "courtesy discount" for some of the work they did for the library. Bruce George would like a thank you note sent to them. Lorena Venegas will do this. **E) Fiber Optic:** Paul Powers, an engineer from Frontier Telephone Co. visited the Library on November 7th. He found a conduit in the electrical room that may be able to handle fiber optic cable, which would improve the internet service. Paul will do some further evaluation to determine if fiber optic is possible. Bruce George also contacted Bibliomation and Comcast and they are both looking into the possibility of fiber optic cable. Bruce George requested permission to go ahead and have fiber optic cabling installed if possible. There will be an investment cost to the library. **Motion #3, see attached.** **F) Handicap Access:** James Albis, State Representative, contacted Bruce George regarding a complaint he received about handicap accessibility to the building. Bruce explained the problems the library has with handicapped access and the cost. James stated he would look into funding opportunities for an elevator and will get back to Bruce. **G) IRS 5500 form:** This is the 403b tax deferred annuity plan for employee held by TIAA-CREF. Bruce George was unaware of this report and has been researching the information necessary to complete the form online.
8. **Committee Reports:** None

9. **Old Business:** **A) Employee Manual Committee;** Noah Cifarelli and Michael Enders. **B) Annual Hagaman Fund Distribution:** see special agenda item.
10. **New Business:** **A) 2013-2014 Library Survey:** see director's report. **B) Bulk Mailing:** The Library does not have a bulk mailing permit. Currently they spend approximately \$147.00 quarterly for mailings. If they used bulk mailing it would cost \$51.00 per quarter. **Motion #4, see attached.** **C) Fiber Optic cable:** see director's report. **D) FY 2015-2016 Budget:** The budget process for the next fiscal year will be starting soon. There are several issues that need to be discussed and decided on before Bruce can complete the budget. Stephen Haddon suggested the board have a budget workshop session. After a brief discussion the board agreed to meet on January 8, 2015 at 7:00 pm. **E) Library Staff Christmas party:** This year the staff would like to include library volunteers. There are 19 staff and 13 volunteers. This will increase the cost. Bruce George has estimated a cost of about \$1000.00. The party will be on December 15, 2014. **Motion #5, see attached.** **F) Noon Opening:** Bruce George is asking to be allowed to open the library at noon on Friday January 9, 2015. There will be a staff meeting and training session in the morning. The Board agreed to this delayed opening. **G) Transfer from Hagaman Fund to Adult Audio/Visual account:** The budget for this line item is too low and an increase is necessary. The board approved this transfer. **H) Holiday and Meeting Schedule calendars:** The 2015 schedules were reviewed and approved.
11. **Other:** Sylvia DePalma noted the adults using the teen area next to the children's section. She questioned whether or not adults should be using this area. Bruce George noted the teen center had been moved upstairs and that the area in question is still used by teens until 3:00 pm and then adults may use the area. The reason is the inability of some adults to get to the second floor.
12. **Executive Session:** None
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:05 pm. The meeting was adjourned until January 15, 2015.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin

Motions Made – November 20, 2014 meeting

1. **Motion #1.** A motion was made by Lorena Venegas to accept the minutes as presented. Michael Enders seconded the motion. The motion carried unanimously.
2. **Motion #2.** A motion was made by Michael Enders to accept the Treasurer's Report as presented. Carol Scussel seconded the motion. The motion carried unanimously.
3. **Motion #3.** A motion was made by Sylvia DePalma to allow Bruce George to have Fiber Optic cable installed in the Library if it can be done. Michael Enders seconded the motion. The motion carried unanimously.
4. **Motion #4.** A motion was made by Stephen Haddon to allow the Library to get a Bulk Mailing permit. Lorena Venegas seconded the motion. The motion carried unanimously.
5. **Motion #5.** A motion was made by Noah Cifarelli to give \$1000.00 for the cost of the Christmas party. Carol Scussel seconded the motion. The motion carried unanimously.