

**EAST HAVEN PUBLIC LIBRARY INC
HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 16, 2015**

MEMBERS PRESENT

Carol Scussel
Michael Enders
Stephen Haddon
Ronald Whitney
Katy Klarman
Lorene Venegas
Sylvia DePalma

MEMBERS ABSENT

Eileen DeMayo
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 7:02 p.m.
2. **Approval of Minutes:** The minutes from the April meeting were reviewed. Bruce George made one correction, under correspondence, the name TIAA CREF was misspelled. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Bruce George had received letters and e-mails from, The State Labor Dept., Anna Sabatino, Board of Finance, Southern CT Gas Co., State Rep. James Albis, Tom Newman from CT State Library, the IRS, and the Bank of America.
5. **Public Comment:** None
6. **Treasurer's Report:** The March Financial statement and the town report were reviewed. **Motion #2, see attached**
7. **Director's Report:** a) **Monthly Statistics:** The monthly statistics for March were reviewed. Bruce George noted a decrease in circulation from the same time period last year. This was due to the bad weather and closing of the library on two days. Internet usage, wireless usage, programs and attendance to those programs were all

increased over the same time period last year. b) **2015-2016**

Budget: Bruce George spoke briefly on the budget process. There will be a public hearing on April 21st for the Library. After a brief discussion it was agreed that if possible all board members would attend and some will speak on behalf of the library's budget. c) **IRS:** The IRS had sent a final notice regarding the filing of Form 5500-SF. There was an error with the online filing. Katy Klarman spoke with the IRS to find out what the problem was. Bruce George will resubmit the forms for 2012 and 2013.

8. **Committee Reports:** None

9. **Old Business:** a) **Employee Manual:** Bruce George reviewed changes that he would like to make to section 3 of the manual. The changes being discussed are to; vacation time; changing the number of weeks after the first year of employment, sick days, elimination of Lincoln's birthday as a holiday to a floating holiday, changing the use of the name medical coverage to health insurance. Bruce George will write up the revisions and bring the policy back to the board next month. b) **Circulation Policy:** Bruce George is still reviewing this policy and will bring this back to the board next month.

10. **New Business:** a) **Election of Officers:** Stephen Haddon presented the slate of officers as follows;

Sylvia DePalma	--	Chairman
Katy Klarman	--	Vice-Chairman
Lorena Venegas	--	Secretary
Michael Enders	--	Treasurer

There were no other nominations from the floor. Lorena Venegas as secretary cast one vote for this slate. The 2015 – 2016 slate of officers for the Board of Trustees stands as listed above.

b) **Community Foundation and Fundraising Plan:** The Community Foundation runs a program called giveGreater.org. This program helps local non-profits. Bruce George would like the library to register and a board member needs to complete the application. Bruce also suggested the board form a subcommittee for this and other fundraising purposes. After a brief discussion Carol Scussel, Ronald Whitney, Sylvia DePalma, Lorena Venegas and Katy Klarman will be on the committee. They will meet on the 1st Thursday of each month in the library at 7:00 pm. First meeting will be on May 7th.

11. **Other:** None

12. **Executive session:** The regular meeting was adjourned at 8:32 p.m. to go into an executive session regarding personal matters. The regular meeting was resumed at 8:57 p.m.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:57 p.m. The meeting was adjourned until May 21st.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made on April 16, 2015

Motion #1. Michael Enders made a motion to accept the minutes with the correction. Ronald Whitney seconded the motion. The motion carried.

Motion #2. Carol Scussel made a motion to accept the Treasurer's report as presented. Michael Enders seconded the motion. The motion carried.