

East Haven Public Library Inc.

Board of Trustee Meeting Minutes by Ron Whitney

March 24, 2016

Present – Lorena Venegas, Michael Enders, Sylvia DePalma, Katy Klarman; Stephen Haddon, Ron Whitney

Absent - Carol Scussel, Josephine Dilungo and Lucille Huelin.

Also Present – Bruce George, Judy Celone.

1. Call to Order – Sylvia DePalma called the meeting to order at 7:10 pm
2. Approval of Minutes – The February 2016 Minutes were approved Motion 1 see attached.
3. Correspondence:
 - a. Received;
 - i. From Bank of America 1/26/2016;
 1. Investment Management of Hagaman fund transferred to Black Rock Inc.
 - ii. From Jolyn Walker. The Community Foundation of Greater New Haven 2/19/2016.
 1. Grant award to Cynthia Gwiazda for Multi-Cultural Function in May.
 - iii. From Bank of America 3/4/2016;
 1. More on the transfer of management of the Hagaman funds to Black Rock Inc.
 - b. Sent;
 - i. To Community Foundation for Greater New Haven 3/16/2016
 1. From trustee Ron Whitney Libraries Profile for review by the Foundation.
 - ii. To Jolly Time Seniors Madison CT 2/22/2016;
 1. From Director Bruce George - Thank you for Memorial gift
 - iii. Division of Library Development, Ct State Library 3/4/16.
 1. From Director Bruce George Connecticut report from March '15 – Feb '16 for Connecticut payment.
 - iv. To Therapy Works 3/17/2016.
 1. From Director Bruce George - Thank you for film night sponsorship.
4. Public Comment – None

5. Treasurers Report – The Financial Statements and town report for Feb were reviewed and accepted Motion 2 see attached.

6. Directors Report –

- a. Circulation was down 8% compared to Feb last year.
- b. Public access Computers was up 12% or 1,317 uses compared to Feb last year.
- c. Wi FI was up 6% this Feb with 472 occurrences compared to Feb last year.
- d. Meetings and Programs – There were 71 meetings and programs with 1081 in attendance.
 - i. Cynthia Gwladzda awarded \$500 event sponsorship grant for a Mexican musical concert May 14 in the DeMayo room.
 - ii. Fawn Gillespie's WWII Veteran's discussion group was covered in a New Haven Register article 'From Okinawa's killing fields to the states dance halls' the accounts of Charles Young, by Randall Beech.
 - iii. Sasha Gardiner reported attendance up 16% over last year for the "Take you Child to the Library Day".
 - iv. School visits and outreach included St. Vincent's, Old stone Church Playschool and the Family Resource Center – More visits expected in March from local kindergartens.
 - v. Matt Earls recently hired as Head of Technical Services has made much needed improvements to the phone system. He has purchased a CD/DVD cleaning machine and will be repairing and cleaning the circulating discs.
 - vi. Sarah Mallory's teen group had 53 in attendance. Special projects included helping the "Friends of the Library" with the bake sale. Valentines vs Anti Valentines craft workshop event was joined by artist Vanessa Fasanella teaching how to make cards and gifts.

7. Old Business.

- a. Review and Revision of the Employee Manual – Motion Made to adopt new Section one of the employee's handbook and move the old section 1 to Section 2.
- b. Directors and Officers Insurance – Katy Klarman has obtained the policy which is likely to be adopted for an annual cost of \$1300.
- c. Library's Budget Request to the Town of East Haven for FY 2016-17 – was submitted to the fiancé committee.
- d. GiveGreater.org Community Foundation for Greater New Haven. Ron Whitney reported that the profile was submitted and is live at the web site. However changes are required and will be done by next Friday

8. New Business

- a. Health insurance was discussed and how it may impact employees as the contribution from the employee portion is expected to rise and possibly have a higher deductible. It is not known for sure what will happen to salaries. We are hoping to have more information following the town council meeting on the 31st.
- b. Annual Cycle of key events calendar was created by our director George allowing the board of trustee's reminders for up and coming tasks that will require the board's oversight and direction.

- c. A motion to adopt and approve the Memo of understanding for the Connecticut Digital Archive through Bibliomation was made and accepted. The primary focus of the CTDA is to provide digital preservation services to Connecticut based non-profit cultural and memory organizations, including libraries, archives, galleries and museums. The library will be able to house 500 GB of archival digital content online through the University of Connecticut servers for free. The cost of additional data if needed is cheap and will showcase East Haven's rich history to all who access the site.

Meeting Adjourned – 8:43 pm

Respectfully Submitted,

Ronald Whitney
Ronald Whitney

Motions Made on March 24, 2016

Motion #1 – A motion was made by Steve Haddon to accept the minutes as presented. Kate Klarman seconded. The motion carried.

Motion #2 – A motion was made by Steve Haddon to accept the Treasurers report as presented. Michael Enders seconded. The motion carried.

Motion # 3 – A motion was made by Steve and seconded by Michael to approve the addition and replacement of Section 1 in the employee handbook. The motion carried

Motion #4 – Motion to allow Bibliomation to handle the libraries archival digital content from the EHPL for the Connecticut Digital Archive, hosted by UCONN. The motion carried.