

East Haven Public Library Inc.
Board of Trustee Meeting Minutes
April 21, 2016

Present: Sylvia DePalma, Katy Klarman, Carol Scussel, Josephine DiLungo, Stephen Haddon, Ron Whitney, and Michael Enders

Absent: Lorena Venegas

Also Present: Bruce George-Director, Judy Celone-Treasurer and Lucille Huelin-Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:00 pm. Bruce George added item f to the agenda under old business.
2. **Approval of Minutes:** The minutes from the March 2016 meeting were reviewed. There was one correction. Josephine DiLungo was listed as absent, she was present at that meeting. **Motion #1**, see attached.
3. **Special Agenda Item:** None
4. **Correspondence:**
 - a. Received:
 - i. Minutes from the 3/24/16 Board Meeting
 - ii. From Stephanie Chang, Community Foundation of Greater New Haven, regarding GiveGreater.Org program-3/30/16.
 - iii. From State Library regarding the CEN Fiber Optic program. 4/1/16.
 - iv. From Tom Newman, State Library regarding CCard Funding for 2015-2016. 4/5/16.
 - v. From East Haven Fire Dept. Fire Marshall-Fire Inspection report of Library Building. 4/5/16.
 - vi. From Bank of America on the Hagaman Fund Dividend Check. 3/29/16.
 - vii. From Chris Brown, patron, an e-mail commending the library and staff on the programs and services offered. 4/13/16.
 - viii. From Wendy Rego, CEN, Contract for CEN to install Fiber Optic Connection. 4/15/16.
 - b. Sent:
 - i. By Director, Acknowledgement to new volunteer, Theresa Hobson. 3/24/16.
 - ii. By Director, CCard expenditure report for 2014-2015. 4/6/16.
 - iii. By Director, Acknowledgement to Melissa DeMayo, new volunteer. 4/11/16.
 - iv. By Director, Thank you to Sandra Christoferson for donation. 4/11/16.
 - v. By Judy Celone, 2016 Annual Survey of Public Employment Census. 4/18/16.

5. **Public Comment:** None
6. **Treasurer's Report:** The Financial Statements, Town reports and The Invested Funds report were all reviewed. **Motion #2**, see attached.
7. **Director's Report:**
 - a. Monthly Statistics were reviewed, Circulation and Wi-Fi usage were down over last year, Computer access, number of programs and attendance were up over the same period last year.
 - b. Programs: Cynthia Gwiazda, Community Service Librarian has two programs coming in April. Fawn Gillespie, Reference Librarian had several successful programs in March, Sasha Gardiner, Children's Librarian had a great month with successful programs and attendance and Sarah Mallory, Teen Advisory Librarian had 2 successful programs in March.
 - c. Library Building:
 - i. Fire Marshall did an inspection of the building, they found a few emergency lights and an Exit sign not working. They also talked about setting up training for the staff on emergency procedures.
 - ii. Public Works fixed the back entrance door that was not locking correctly. The boiler was fixed and the heat is now working in the Director's Office and Children's room.
 - iii. Diversified Cleaning Services has assigned a new cleaner and everything seems to be working better.
8. **Committee Reports:** None
9. **Old Business:**
 - a. Employee Manual: Bruce George handed out copies of Section Two, which used to be Section One. He asked members to review changes in bold print and they will be discussed at next month meeting.
 - b. Director and Officer Insurance: This was approved at the March meeting, Katy Klarman just a few questions.
 - c. Library's Budget for FY 2016-17: Bruce George spoke briefly about the Town Council meeting and how much of the budget was increase/decreased for the next year's budget.
 - d. GiveGreater.org: Ron Whitney spoke about the e-mail received regarding the Library's profile for the giveGreater.org program. It was approved and must be updated annually or more often to keep it current. The program kicks off for the year each May. We will not be ready for this year, there is a lot of work needed to be done for next May and it will involve Board members and Staff of the library. Setting up a donation button on the library's website is one of the goals.
 - e. Health Insurance Costs: This was discussed under item b.
 - f. Annual Calendar of events: Bruce George handed out for the year that he thought the Board members need to be aware of. After some discussion Ron Whitney asked to have some items added and Judy Celone suggested a couple of items that should also be added. Bruce will redo the calendar and bring it back next month.

10. **New Business:**

- a. Letter of Agreement for Fiber Optics: The State of Connecticut through CEN will be providing Fiber Optics connections for the library at discounted rates through the E-rate program. There are two contracts that need to be signed. The cost to the library for fiber optic cabling will be much less with this program than with the current company. After some discussion it was agreed that Bruce will present the contracts to Sal Brancati in the Mayor's office and maybe Paul Rizza and the town attorney if need be. The letters of agreements must be signed and returned to the state by the end of April and the board agreed to allow Bruce to enter into the agreement. **Motion #3**, see attached.
- b. Treasurer's Report for Board meetings: Bruce George has asked that the Board Treasurer be the one to present the report each month at the board meetings. Michael Enders agreed to this and will meet with Bruce and Judy Celone before each meeting to go over the report.
- c. Internet Policy Revision: This item was tabled until next month.

11. **Other Business:** None

12. **Executive Session:** The board adjourned the regular meeting to go into an executive session on a Personal matter. The meeting was adjourned at 8:35 pm. The meeting was resumed at 9:00 pm.

13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:00 pm. The meeting was adjourned until May 19th.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the April 21, 2016 meeting

Motion # 1. A motion was made by Michael Enders to accept the minutes with the correction. Josephine DiLungo seconded the motion. The motion carried.

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.

Motion #3. A motion was made by Stephen Haddon to allow Bruce George to enter into the agreement with the State of Connecticut Library and CEN for the fiber optic connection, with the approval of the town administration. Michael Enders seconded the motion. The motion carried.