EAST HAVEN PUBLIC LIBRARY LLC

BOARD OF TRUSTEES MEETING MINUTES

SEPTEMBER 15, 2016

**Present:** Ron Whitney, Michael Enders, Stephen Haddon, Katy Klarman, Lorena Venegas, Sylvia DePalma

**Absent:** Carol Scussel, Josephine DiLungo

**Also Present:** Bruce George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk – Maria Bracale Consolatore

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:04 pm.
2. **Approval of Minutes:** The minutes from the August meeting were reviewed. **Motion #1,** see attached.
3. **Guest:** Maria Bracale Consolatore spoke briefly regarding her request to be appointed to the vacancy on the Board of Trustees.
4. **Special Agenda Item:** None
5. **Correspondence:** Letters and e-mails were received from the following:
6. Three notices from First Niagara/Key Bank regarding their name change and the changes that need to be made on the library’s accounts
7. ADD – New Compliance Poster regarding Fed. Labor Laws
8. E.H. Chamber of Commerce – Acknowledging the Library’s 2016-2017 membership.
9. Community Foundation, Givegreater – regarding the “A Closer Look” program
10. Bank of America – Probate Div. – They would like the Hagaman Probate hearings to be change to a three year review instead of every year.
11. Assoc. of CT. Library Boards – Trustee Leadership Conference on November 4, 2016.
12. Frank Gentilesco, Town Admin. – Approval of Library Literature Display in the Town Hall.

Letters Sent:

1. Thank you note to Louis Ferringo & Robert Hewitt from Therapy Works for their support of the Library’s Film Nights, they will continue to supply pizza for the event.
2. Dr. Portia Bonner – A letter of support for the Bd of Education Grant programs.
3. **Public Comment:** None
4. **Treasurer’s Report:** Michael Enders reviewed the Treasurer’s report. The FY has just begun and all our accounts are in good order. He also reviewed the Hagaman Fund, this year’s distribution was about half what it was last year, due to market drops. Sylvia DePalma made the suggestion that she contact the bank representative for the Hagaman Account and have them come to a meeting. Sylvia will call and try to set something up for the November board meeting. The Probate review for this fund will take place this year and reviewed again in three years. **Motion#2,** see attached.
5. **Director’s Report:**
6. Monthly Statistics were reviewed by Bruce George. The library did well for the month of August, increases in circulation and programs and attendance of those programs was up over last August. The staff continues to bring new programs and events to the library. There will be a Wellness Fair held on Saturday October 8th.
7. Quarterly Impact reports were presented for the final quarter of FY 2015 – 2016. The reports detail the activities and services provided by each department.
8. New Employees were hired, both part-time. One replaces someone who left and the other is a new hire with a great deal of experience and will help build a new website for the library.
9. Lorena Venegas had questions regarding coverage for the children’s dept. staff member between 11:00 and 1:00 daily. A patron had spoken to her about fewer staff members being in the children’s section than upstairs. Bruce George will look into this.
10. **Committee Reports:** None
11. **Old Business:**
12. Employee’s Manual – Bruce had a question regarding non-exempt status. He will be finishing section two.
13. Director’s and Officer’s Insurance – This item has been completed.
14. GiveGreater.org – A new program called “A Closer Look” is being created and Ron Whitney and Bruce George will get further information on this.
15. Internet Use Policy – Bruce George will be meeting with the staff on this issue and will bring it back next month.
16. New Computer Lease – Bruce George presented three proposals for a new lease for the Library computers. The lease needs to be renewed before December. It will include 15 public computers and 12 staff computers. All of the computers need to be sent to Bibliomation first to make them Library ready. Bruce has spoken with Sal Brancati, from the Town Hall and it is ok for the Library to lease the computers and no bids are required. Bruce reviewed each proposal and gave his recommendations. After a brief discussion a motion was made. **Motion # 3,** see attached.
17. Library Director’s Evaluation – Sylvia DePalma noted that the Board has not completed its’ evaluation and will be presenting at the October meeting.
18. **New Business:** 
    1. Association of Connecticut Library Conference: The conference will be held on November 4th, 2016. Ron Whitney and Michael Enders will attend.
19. **Other:** None
20. **Executive Session:** The regular meeting was adjourned at 8:25 pm to go into an executive session on Personal Matters. The regular meeting was resumed at 8:45 pm.
21. **Adjournment:** The meeting was adjourned at 8:45 pm. The meeting was adjourned until October 20th.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

**Motions made at the September 15th, meeting**

**Motion #1** A motion was made by Ron Whitney to accept the minutes as presented. Michael Enders seconded the motion. Motion carried.

**Motion #2** A motion was made by Katy Klarman to accept the treasurer’s report as presented. Lorena Venegas seconded the motion. Motion carried.

**Motion #3** A motion was made by Katy Klarman to allow Bruce George to decide between Advance Office Systems and Dell Financial Services for the computer lease. This will be based on a new quote from Advanced Office Systems. Lorena Venegas seconded the motion. Motion carried.