

**EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEE MEETING MINUTES
FEBRUARY 26, 2017**

PRESENT: Ron Whitney, Michael Enders, Stephen Haddon, Sylvia DePalma, Lorena Venegas, Maria Bracale, Josephine DiLungo

ABSENT: Carol Scussel, Katy Klarman

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Treasurer, and Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:00 pm.
2. **Approval of Minutes:** The minutes from the January meeting were reviewed. Bruce George noted one correction. Item # 4 Correspondence: Howie Blau was misspelled. Should read Blau not Blaa. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin
Received from:
 - a. Community Foundation – Regarding a \$350 Grant Award for the Emily Dickinson program run by Cynthia Gwiada to be held in April 2017.
 - b. Michael Enders - regarding meeting with Paul Rizza on Health Ins. Contributions by library employees
 - c. Carl DeMila-Bibliomation - regarding testing of a viable alternative to the CEN fiber optic project.
 - d. Minutes from January meeting.
 - e. Paul Rizza – One and Five year capital improvement budget.
 - f. East Haven Courier – Mary Carnetta –person of the week.
 - g. Chemscope – Analysis of Asbesto content in old community room
 - h. Jim Keely – regarding 17-18 budget
 - i. New Haven Register – Article on Cynthia Gwiada’s program on Alexander Hamilton
 - j. Eileen DeMayo – Information she had accumulated on the library during her time on the board.**Sent To:**
 - a. Mr. & Mrs. R. DeMartino, Marguerite Nelligan, Mr. & Mrs. John Cacace and Mrs. Joan Tratta. Thank you notes regarding donations made in the name of Salvatore Tratta.
 - b. Finance Dept. – regarding 17-18 Budget request.
 - c. CT. State Library – CT State Library on the installation of Fiber Optic Cable – 17-18.

5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the Treasurer's report for January and the Invested Funds Report. **Motion #2, see attached.**
7. **Director's Report:**
 - a. **Monthly Statistics:** Monthly statistics were reviewed by Bruce George.
 - b. **Hamilton Program:** Cynthia Gwiada's Alexander Hamilton program was postponed until March 9th due to bad weather.
 - c. **DVD's:** Sasha Gardiner has been working on the DVD's and the usage has increased.
 - d. **Teen Coffee House:** Sarah Mallory held a successful Teen Coffee House program and a Teen Game night. Bob Petrucelli from the Youth Service program will sponsor the next Teen Coffee House and another game night will be held in February.
 - e. **Website/Newsletter:** The new website was launched in January and the first newsletter went out.
 - f. **Asbestos:** Chemscope has done an analysis of the asbestos in the old community room, there is asbestos in the pipes and the room has been closed and Bruce is waiting for a decision from the Town Administration on what they will do next.
 - g. **Computer Purchase:** Sasha Gardiner made a request to the Board to be allowed to purchase the old computer that she had been using for her teen program. The library computers were recently upgraded, but she would like to keep her old one. After a brief discussion a motion was made. **Motion #3 see attached.** More discussion took place and Lorena Venegas suggested that the motion be amended. **Motion #4, see attached.**
 - h. **Vacation:** Bruce George informed the Board that he would be on vacation from 3-2-17 to 3-7-17.
8. **Committee Report:** None
9. **Old Business:**
 - a. **Nomination of Officers for 2017:** Sylvia DePalma presented a new slate of Officers for 2017. The slate is as follows:
Ron Whitney – Chairperson
Katy Klarman – Vice-Chair
Michael Enders – Treasurer
Lorena Venegas – Secretary
There were no other nominations and no objections. Lorena Venegas, as secretary, cast one vote in favor of the slate as presented.
Congratulations to all.
 - b. **Employee Manual:** Bruce George will be meeting with Public Works to discuss some policy and procedures on safety on Friday the 20th. He will bring this item to the board next month.
 - c. **GiveGreater.org:** Ron Whitney is looking for volunteers to help put together a fundraiser letter to go out to the public. Maria Bracale will work with Ron and they will contact both the Town Administration and the

Chamber of Commerce for a mailing list. Sylvia DePalma, Judy Celone, and Lucille Huelin volunteered to help with stuffing envelopes.

- d. **Library's 17- 18 Budget:** Bruce reviewed the budget that was sent to the Mayor on February 3rd.

10. New Business:

- a. **Strategic Plan:** The current Strategic Plan expires this month. Some of the goals have been met. Bruce George will review and revise the plan and present it next month.
- b. **Reconsideration of Library Material:** Bruce George has reviewed this policy and has created a new form to be completed by any patron that wishes to have material removed from the library. He has asked that Board members review the changes and it will be on the agenda next month for discussion and a vote.
- c. **Capital Improvement Budget:** The Town has requested a Capital Improvement Budget for one year and 5 years. Steve Haddon and Bruce George will meet with Paul Rizza to discuss this.
- d. **Elevator Repairs:** The elevator was not working and Bruce George had the company come and repair it. The Town is questioning the cost. Bruce wants to help pay the bill with \$300.00 from the Library. **Motion # 5, see attached.**

11. Other: Board Breakfast: Lorena Venegas talked about the Board Breakfast, she has talked to the Olive Garden, Twin Pine Dinner and Village Inn Dinner. Only the Olive Garden would Cater. Lorena wanted to set a date and a dollar amount to spend. After a brief discussion it was agreed that a lunch would be better and the library could be closed for two hours. Bruce will get some dates and Maria Bracale was going to contact P & M Deli for a quote. **Motion # 6, see attached.**

12. Executive Session: None

13. Adjournment: Sylvia DePalma adjourned the meeting at 8:30 p.m. The meeting was adjourned until March 16, 2017.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE FEBRUARY 19th MEETING

- Motion #1,** Maria Bracale made a motion to accept the minutes from the January meeting with the correction. Josephine DiLungo seconded the motion. The motion carried
- Motion #2,** Maria Bracale made a motion to accept the treasurer's report as presented. Josephine DiLungo seconded the motion. The motion carried.
- Motion #3,** Stephen Haddon made a motion to give Sasha the old laptop she had been using. Maria Bracale seconded the motion. The motion carried.
- Motion #4,** Lorena Venegas made a motion to amended motion #3 to read, The board would give Sasha the old laptop she had been using and Sasha would make a charitable donation to the Library. Sylvia DePalma seconded the motion. The motion carried.
- Motion #5,** Stephen Haddon made a motion to give \$300.00 to the Town to help pay for the elevator repairs. Ron Whitney seconded the motion. The motion carried.
- Motion #6,** Sylvia DePalma made a motion to spend up to \$400 dollars the Board Luncheon for approximately 30 people to be held March. Maria Bracale seconded the motion. The motion carried.

