

EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
December 7, 2017

PRESENT: Ron Whitney, Michael Enders, Stephen Haddon, Josephine DiLungo, Lorena Venegas

ABSENT: Carol Scussel, Katy Klarman, Maria Bracale

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Treasurer, Carl Helming CPA, Kevin Kirby AVP-Bank of America, Phone Conference, Lucille Huelin-Board Clerk

1. **Call to order:** Ron Whitney called the meeting to order at 7:05 pm.
2. **Approval of Minutes:** The minutes from the meeting of October 2017 were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:**
 - a. Phone Conference with Kevin Kirby our new representative from U.S. Trust, Bank of America for the Hagaman Fund. Kevin reviewed the Hagaman Account. There were several questions from the board members regarding the investments and the return amounts. Carl Helming had a question about Fund account protection should the economy have a down turn. Kevin was going to check with Rebecca Bates regarding Insurance protection.
 - b. Carl Helming CPA, Helming and Co. The 2016 Form 990 was completed by Helming and Co and given to Bruce George to be submitted to the IRS. His report for the year was good. The Library has met all the benchmarks and the Fund balances have increased. The Library has a Conflict of Interest Policy that must be signed each year by the Board Members to maintain the Federal Tax Exempt status.
4. **Correspondence:** The correspondence was read by Lucille Huelin
 - a. **Received:**
 - a.i. Minutes from October 2017 meeting
 - a.ii. Thank you note from Old Stone Church Playschool to Sascha Gardiner for the Halloween treats.
 - a.iii. CT Library – FY2018 Renewal of Contract (\$795)
 - a.iv. Ronald Whitney – Summary of the Leadership Conference by CT Library on 11/3/17
 - a.v. State of CT Library – Check for \$23,970, for the Fiber Optic grant from the State Library
 - a.vi. Wendy Rego, CEN – E-mail wanting confirmation that the library was going to continue with the Fiber Optic building and this will be for future years also.
 - a.vii. ADP – Updated CT Labor posters

- a.viii. Key Bank – Replacement Library credit cards for Director and Bookkeeper.
 - a.ix. Mikhail Ivanov, Lighttower Fiber Networks: E-mail regarding State of CT moratorium on street trenching. Construction of Fiber Optic Cable will have to wait until April/May 2018 when moratorium should be lifted.
 - a.x. E-mails sent by Director to Town Administration, Finance Dept. and Town Council regarding the two Special Agenda items at the 12-7-17 Board meeting.
- b. **Sent:**
 - b.i. Legal Dept. Frontier Communications – Cancellation of Ethernet Internet Access Contract and requested a 1 month extension, non-contractual, cost to be determined.
 - b.ii. Tom Newman, CT State Library – 2017 CT Public Library Survey
 - b.iii. IRS – 2016 Form 990 Income Tax Return
 - b.iv. Sal Brancati, Director of Administration – Update on Library Fiber Optic installation through CEN.
 - b.v. Frank Andrews – Thank you note for \$533 donation to Miss Carolyn's Garden
 - b.vi. Howie Blau – Note by Ron Whitney informing Howie that he can no longer be on the Library Board because he now lives in New Haven, CT.
- 5. **Public Comment:** None
- 6. **Treasurer's Report:** The Financial Statement for October 2017 was reviewed by Michael Enders. All accounts in order, nothing outstanding to make note of.
Motion #2, see attached.
- 7. **Director's Report:**
 - a. **Monthly Statistics:** The monthly statistics were reviewed by Bruce George. Circulation was down over last year mainly due to decrease in Adult circulations. Internet usage was about the same. Programs increased by 27 programs and attendance increased by 585 people.
 - b. **Frontier Communications:** Because of the moratorium by the State of CT on street trenching, the Fiber Optic cable will not be ready by January 2018. Lighttower Network is working with Frontier to be able to use Frontier's conduit until the new conduit is in place. There was a brief discussion by Stephen Haddon regarding whether or not the section of Main Street in front of the Library is still considered route 100 by the State. Lucille Huelin will check with Sal Brancati on this matter. Bruce George asked for authorization to go forward with the Fiber Optic installation, he needs to confirm for E-rate and CEN. The Board agreed to continue the installation process.
- 8. **Committee Report:** None
- 9. **Old Business:**
 - a. Employee Manual – The Emergency Procedure Plan has been completed and integrated into the Employee Manual. Bruce George would like the

board members to review this section and it will be voted on in January 2018.

- b. Fiber Optic Installation: See Director's Report.
 - c. Elevator ADA Compliance Study: No new information
 - d. Library Emergency Policy – See item **a**.
 - e. Internet Safety Policy – E-rate requires an Internet Safety Policy for Children. Bruce George integrated a new Internet Safety Policy into the Library Internet Use Policy. He reviewed the revised policy with the addition of the Safety Policy. **Motion #3, see attached.**
 - f. Revised Internet Use Policy – See item **e**. **Motion #4, see attached.**
10. **New Business:**
- a. Meeting Schedule of Library Board for 2018. Reviewed. **Motion #5, see attached.**
 - b. Library Holiday Schedule for 2018 – Reviewed. **Motion #6, see attached.**
 - c. FY 2018-19 Budget – The budget for the 18-19 FY will be due at the end of January 2018 and Michael Enders will help Bruce George with this process.
11. **Executive Session:** None
12. **Adjournment:** Meeting adjourned at 8:40 pm. Meeting adjourned until January 18th, 2018. **Motion #7, see attached.**

Respectfully Submitted
Lucille Huelin
Lucille Huelin, Board Clerk

MOTIONS MADE AT THE DECEMBER 7TH MEETING

MOTION #1 Josephine DiLungo made a motion to accept the minutes from the October meeting as presented. Ron Whitney seconded the motion. The motion carried.

MOTION #2 Lorena Venegas made a motion to accept the Treasurer's Report as presented. Stephen Haddon seconded the motion. The motion carried.

MOTION #3 Stephen Haddon made a motion to approved the new Internet Safety Policy. Michael Enders seconded the motion. The motion carried.

MOTION #4 Ron Whitney made a motion to approved the revised Internet Use Policy. Stephen Haddon seconded the motion. The motion carried.

MOTION #5 Ron Whitney made a motion to approve the Board meeting schedule for 2018. Lorena Venegas seconded the motion. The motion carried.

MOTION #6 Lorena Venegas made a motion to approve the Holiday schedule for 2018. Michael Enders seconded the motion. The motion carried.

MOTION #7 Josephine DiLungo made a motion to adjourn the meeting until January 18th, 2018. Michael Enders seconded the motion. The motion carried.