

EAST HAVEN PUBLIC LIBRARY INC  
BOARD OF TRUSTEES MEETING MINUTES  
APRIL 19, 2018

**PRESENT:** Ron Whitney, Katy Klarman, Michael Enders, Carol Scussel, Josephine DiLungo, Lorena Venegas, Maria Bracale, Christopher Brown

**ABSENT:** Stephen Haddon

**ALSO PRESENT:** Bruce George – Director, Judy Celone – Treasurer, Lucille Huelin – Board Clerk

1. **Call to Order:** Ron Whitney called the meeting to order at 7:01pm.
2. **Approval of Minutes:** The minutes from the March meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** The correspondence was read by Lucille Huelin  
**Received Items:**
  - a. Minutes from March 15<sup>th</sup> meeting.
  - b. Community Foundation for Greater New Haven – First Quarter Newsletter for 2018
  - c. Connecticut Library Consortium – CLC year in Review – July 2016 to June 2017
  - d. CEN – First Quarterly Report – Invoice for Internet**Sent Items:**
  - a. CT State Library – Report on how Library spent April payment from BorrowIt CT
  - b. To AAA Treasurer – Thank you for donation to be used for the DeMayo Room
  - c. East Haven Chief of Police Ed Lennon – Thank you for the Police's handling of an incident at the library on April 6<sup>th</sup>.
5. **Public Comment:** None
6. **Treasurer's Report:** Michael Enders reviewed the Financial Statement for March, everything is normal. The Hagaman Fund report was reviewed. This is the last month in the Fiscal Year for this fund. The Fund did well this year. **Motion #2, see attached.**
7. **Director's Report:** a. **Monthly Statistics:** Bruce George reviewed the monthly statistics which are down over the same period last year. There were fewer programs this month, but more people in attendance. b. **Tribute to William DeMayo:** Bruce George is waiting for some information from his family. c. **Budget:** Bruce George attended the Town Council meeting for the review of the Library's Budget, all went well, and Michael Enders will attend the last Budget hearing. d. **Retirement:** Darlene Hood is retiring as of April 20, 2018. The staff will be having a luncheon in her honor, the board agreed to make a donation to the cost. e. **Library positions:** Bruce George spoke about the jobs at the library. One employee has taken a second job and he will be working less hours, some of his responsibilities will be taken up Chris Hemingway. Bruce has also hired another part time employee and he will be reviewing Darlene's job and who might take that position. f. **Elevator:** Bruce George presented and reviewed the feasibility study for the new elevator by Landmark Architects. The plan has internal entrance only, not external. Elevator will go from the community room to the Board room on the third

floor. Christopher Brown suggested adding some architectural interest to the outside of the elevator to better match the Library building. The cost proposed in the study is under \$500,000.00. A representative will be at the next board meeting.

8. **Committee Reports:** **a.** Lorena Venegas gave a brief report on the Library Board Training Seminar that she attended. It was a very good seminar and she reported learning much on the board's responsibility to the library and working with the staff and the Friends of the Library. **b.** Ron Whitney gave a brief report on the GreatGive program and fundraiser that is happening on May 1<sup>st</sup> and 2<sup>nd</sup>. Ron Whitney was the person of the week in the East Haven Courier. The article highlights the GreatGive, to help get the word out to the public. Ron also had a sample of a banner that will be put up in front of the Library, some lawn signs and some flyers that were distributed to board members to post in schools, stores and the town hall. The committee is still looking into selling or giving away book bags and maybe having envelopes ready to make it easier for people to make a donation.
9. **Old Business:** **a. Employee Manual:** Bruce George is still working on this item. **b. Elevator ADA Compliance Study:** see Director's Report. **c. 2018-19 Budget proposal:** see Director's Report. **d. Conflict of Interest:** Katy Klarman has not returned her signed statement. **e. Approval of Revised Job Description:** Due to the changes made recently in staff hours and the retirement of Darlene Hood, Bruce George would like to revisit the issue and maybe do restructure some of the jobs at the library.
10. **New Business:** **Library Strategic Short-Term Plan: April 2018 – April 2019:** Bruce George presented the plan and reviewed changes that were made. There was a brief discussion. **Motion #3, see attached.**
11. **Other:** Ron Whitney briefly talked at the CT Library Consortium, asking about benefits to being a member and if we should get some help from them regarding grant writing. Bruce George will look into this and he also noted that the Community Foundation also had some help with grants. Ron Whitney also talked about some statistics that he has put together regarding the monetary worth of the services that the Library offers and how that benefits the town. Christopher Brown the new Board Member spoke briefly to the board.
12. **Executive Session:** The board adjourned the regular meeting to go into executive session to discuss personal issues. The board adjourned at 8:16 pm. The Board resumed the regular meeting at 8:35pm.
13. **Adjournment:** Ron Whitney adjourned the meeting at 8:35pm. The meeting was adjourned until May 24<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

**Motions made at the April 19<sup>th</sup>, meeting**

**Motion #1** Ron Whitney made a motion to accept the minutes from the March meeting as presented. Michael Enders seconded the motion. The motion carried.

**Motion #2** Lorena Venegas made a motion to accept the Treasurer's Report as presented. Maria Bracale seconded the motion. The motion carried.

**Motion #3** Michael Enders made a motion to approve the Revision of the Short-Term Strategic Plan for April 2018 – April 2019. Katy Klarman seconded the motion. The motion carried.